

Job Sharing Guidelines

Definition:

What is job sharing? Job sharing is a way for two people to both fill one job. Each person has a permanent part-time post. The benefits of job sharing are said to include increased morale and productivity. Job sharing can also be an attractive way to recruit new employees and retain current ones. In order for a job-sharing arrangement to be successful, however, both individuals must be able to handle the position as efficiently as one person. There are three main types of job sharing:

1. ***Shared responsibility*** is where there is no division of duties. The job-share partners are interchangeable. This works well for jobs where the work flows continuously. It demands a high level of communication and coordination and that the partners are well matched.
2. ***Divided responsibility*** works well when work can be split into different client groups or different projects. Each partner has their own caseload or project, which they focus on during working hours. If the partners don't know each other well, this can be a suitable way to arrange the job share.
3. ***Unrelated responsibility*** is where the partners perform completely separate tasks, while working in the same department. It's rather like two part-time jobs running in tandem and fits situations where the partners have different skills.

The following guidelines of job sharing apply to City employees:

Job sharing is a matter of agreement between an employer and an employee or the employee's representative. Employees who job share split the hours, pay, holidays, and benefits between them according to how many hours they each work.

How to Find a Job-Share Partner:

There is no easy answer to the "where" and "hows" of finding a partner. Ask yourself, who is looking for a better work/life fit? Employees from the Gen X and Y era are practically demanding flexible work, especially as they become new parents. There are baby boomers who want to continue working, but on a scaled-back schedule. They're out there. Here's where to look.

Your current workplace is a good place to search for the perfect partner, often within your own office or department. A compatible co-worker or temporary worker who replaced you or a co-worker during a leave are both possibilities. A pairing of two currently-valued employees whom your employer would rather not lose could be your most favorable approach. In the final analysis, creating a successful partnership is the responsibility of the two team members.

Once an individual is identified as a potential partner, you may want to meet and ask each other both broad philosophical questions and specific questions about day-to-day operations. An example of both types of questions follows.

Job Sharing Guidelines

You may want to ask each other some broad philosophical questions:

- What kind of worker are you?
- How do you measure success?
- What are your strengths and weaknesses?
- What can we learn from one another?
- How well do you communicate your needs?
- How do you handle a frustrating situation?
- Can you share success with another person?

You should also ask each other some specific questions regarding day-to-day operations:

- What days and hours of the week do you want to work?
- Do you want to overlap one day of the week?
- Will your schedule be flexible?
- What salary are you looking for?
- Do you need medical benefits for your family?
- How much vacation time do you need?
- Do you want a particular title?
- Do you prefer a particular position?
- Are there any departments or operations where you would refuse to work?

Presenting a Proposal to Management:

With a partner identified, you can present a realistic and workable, job-sharing proposal filled with the details which the two of you have discussed. Reference each person's experience and skills within the proposal, and attaching resumes may also be helpful, as you present the proposal to City management.