
COMMITTEE:	Strategic Leadership Team	PASSED:	28 April 2016
TOPIC:	Recruitment and employment	AMENDED:	
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

The Library may consider job sharing arrangements for *regular full-time positions* provided they are submitted in accordance with, and meet the criteria in, these Guidelines.

These Guidelines outline the circumstances, terms and conditions under which job sharing may occur. They also outline the process for review and approval of job sharing requests.

Definitions

"Job Sharing"

Job sharing is a voluntary arrangement that individual employees may request to participate in order to meet their personal need for additional free time. A job share is a 1.0 FTE position shared by 2 employees with no additional risk or cost borne by the employer.

"Job Sharing Proposal"

A document initiated by two employees which outlines their proposal to participate in job sharing and the logistics of how the duties and responsibilities of a position previously performed by one regular full-time employee can be divided to accommodate their request.

"Job Sharing Arrangement"

Where two employees perform the duties and responsibilities of a position previously performed by one regular full-time employee.

"Partners"

The two employees participating in the job sharing arrangement.

Job Sharing Proposal

A written proposal should be prepared by the partner(s) for the Manager's consideration a minimum of sixty (60) days prior to possible implementation. The Manager will review the proposal and its feasibility with the appropriate department/supervisory personnel. Final approval of the job sharing proposal is at the discretion of the Library Director.

Proposal details: A job sharing proposal from the two partners must include:

- a written statement signed by both partners requesting to job share with reason(s) for request;
- information on the qualifications and experience of the proposed partners;
- a description of how duties and responsibilities may be shared;
- detail on what arrangements the partners will make to share necessary information with needed parties and deal with the nuances of the position;
- a proposal of how workload priorities will be determined by the partners on an on-going basis;
- preferred work schedule outlining days and hours of work; and
- a proposal on how the partners will deal with vacations, sick leave or other leaves and emergency situations and extended hours of work.

Employees who enter into a job share arrangement will receive a letter confirming the terms and conditions of the job share. Within thirty (30) days of expiry of a job share arrangement, the regular full-time employee(s) will confirm in writing to their supervisor their intention of either returning to regular full-time employment or terminating their employment.

Evaluating the Job Share Proposal

The Manager will evaluate the job share proposal according to the following criteria:

a) The Suitability of the Position for Job Sharing

- Service to the public or the work unit is not negatively impacted;
- Productivity is not negatively impacted;
- Other employees are not negatively impacted;
- There are no additional costs to the employer beyond that associated with normal orientation and transition;
- Job continuity and skill level within the position must be maintained at an acceptable level;
- Job sharing arrangements will be limited to one per Branch unless specifically agreed to by the Library Director; and
- The proposed Partner is both eligible* and suitable.**

b) The Eligibility of Job Share Partners*

- Is qualified for the position shared;
- Currently holds, or has held, a similar position to the one being considered;
- Currently is performing in a satisfactory manner;
- Is willing to assume additional hours as required; and
- Is willing to cover their partner for vacation, sick leave, training absences and other leaves.

c) The Partner Suitability**

- Flexibility - Job sharers must be willing to be flexible in order to accommodate the work habits and points of view of their partner and the needs of the library. If an individual likes to 'run the show' and is not prepared to negotiate over differences with the partner, job sharing could prove difficult;
- Organization;
- Collaboration;
- Communication.

Duration of Job Share

A job sharing arrangement will be for a maximum period of one (1) year. An extension may be requested. Extensions are at the discretion of the Library Director.

During the job share period, a six month review will be conducted by the Manager to ensure the arrangement is meeting the criteria and the needs of the library.

Job shares may be terminated earlier than expected by either of the employees upon thirty (30) days' notice or by the employer provided thirty days written notice has been served to the other parties.

Other employees temporarily appointed to fill positions vacated as a direct result of job sharing shall be advised at the time of their temporary or auxiliary appointment that their term in the position could be cut short as a result of an early cancellation.

Upon expiry or early cancellation of the job sharing arrangement, the regular full-time employees shall revert to their regular full-time positions and under the terms of the Collective Agreement applicable to regular full-time employees.

Employee's Status, Working Conditions and Benefits

A regular full-time employee in a job sharing arrangement shall continue to maintain the status of regular full-time during the period covered by the job sharing arrangement and shall accumulate seniority in proportion to the scheduled hours of work compared to the full-time hours of the position.

The general principles with respect to wage rates, employee benefit entitlements, premium payments and hours of work for regular full-time employees in job sharing arrangements are as follows:

- a) **Wages** shall be paid in accordance with the ratio that the employee's scheduled bi-weekly hours bears to the full-time hours of the position being shared.
- b) **Paid leave benefits, such as vacation, public holidays, sick leave and overtime** shall be earned on a proportionate basis in accordance with the ratio that the employee's scheduled bi-weekly hours bears to the full-time hours of the position being shared.
- c) **The employee's share of the premium payments for Health and Welfare benefits, such as Medical, Extended Health, Dental, Group Life, AD&D and LTD where applicable** shall increase proportionately as the number of scheduled bi-weekly hours decrease in relation to the full-time hours of the position being shared.
- d) **Hours of Work** for each job share arrangement must be established in order to maintain continuity and determine a base for proration of benefits (i.e. 50/50, 60/40).

Additional hours of work required to cover for vacation, sick leave relief or emergencies will not affect the base for proration of benefits.

In accordance with the general principles outlined above, except as otherwise stated, the following shall apply to regular full-time employees:

- a) **Vacation Entitlement** – The employee's annual vacation entitlement shall be prorated according to the number of bi-weekly hours the employee is scheduled to work in comparison to the full-time hours of the position being shared.
- b) **Public Holidays** – Where an employee's normal hours of work are based on a five (5) day week, the employee shall take public holidays as they occur. The employee's public holiday entitlement and pay shall be earned and paid on a proportionate basis in accordance with the ratio that the employee's scheduled bi-weekly hours bears to the full-time hours of the position being shared.
- c) **Medical Service Plan, Extended Health, Dental and Group Life** – The employer shall pay a prorated share of the premiums for the above noted benefits based on the proportion of the employee's new scheduled hours compared to the full-time hours of the position being shared and the premiums normally paid by the employer for a full-time employee. The employee shall pay the balance in order to maintain full coverage and premiums will be deducted from his/her pay accordingly.

d) **Sick Leave** – For the period of the job sharing arrangement, the employee shall have sick leave days credited on a prorated basis, calculated on the same proportionate basis that the employee’s new scheduled hours bears to the full-time hours of the position being shared.

Sick leave when requested for regular full-time employees shall be paid on the pre-scheduled hours of work only.

e) **Municipal Pension Plan** - Where an employee is contributing to the pension plan and enters a job sharing arrangement, the employee shall be required to continue making contributions towards the pension based on their reduced earnings. Pension service will be credited on a prorated basis.

f) **Increments** - A regular full-time employee sharing a position shall be eligible for increments upon the completion of the equivalent period of service applicable to a regular full-time employee in the position.

g) **Overtime** - Overtime will be paid for hours in excess of the standard daily hours (i.e. seven hours) worked by a regular full-time employee for the position.

Regular Part-Time, Temporary Full-Time And Auxiliary Employees

Regular part-time employees sharing a portion of a regular full-time position as a result of a job sharing arrangement shall retain their status and existing benefits or percentage in lieu as elected as a regular part-time employee.

An auxiliary employee sharing a portion of a regular full-time position shall maintain his/her status and percentage in lieu as an auxiliary employee and temporary full-time employees who participate in sharing a job shall revert to auxiliary status for the term of the job share and receive a percentage in lieu of benefits.

The temporary full-time employee who fills the second vacant regular full-time position as a result of two (2) regular full-time employees job sharing, shall maintain his/her status as a temporary full-time employee and receive eligible benefits.

Employees covered by this section of the Guidelines will continue to be treated in accordance with the applicable provisions of the Collective Agreement and/or the guidelines and terms outlined above.