

Job Sharing

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Date of Last Revision	April 12, 2012	Approved by	CAO & Senior Management Team
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1 - Business Practice Name

Job Sharing

2 - Purpose

The Halifax Regional Municipality (HRM) is committed to assisting employees with balancing their work and personal responsibilities. The purpose of job sharing is to balance the special needs of qualified employees between work and family or personal needs without reduction in employer efficiency and productivity.

3 - Scope

This applies to all non-union HRM employees.

4 - Procedures

Eligibility

Job sharing is open to existing permanent full time employees who have successfully completed their probation period. Permanent part-time or temporary employees or external candidates may be considered as one partner. The permanent full-time employee must be the incumbent of the pre-job share position. Arrangements are subject to management approval based on satisfactory service and operational acceptability. In all situations both partners must be suitably qualified to carry out the full-time duties and responsibilities of the shared position with their combined regular hours fulfilling the full-time requirements of the position.

Approval and Duration

Job shares must be initiated by the incumbent by way of a written job share proposal submitted to his or her Director or designate. Proposals must be submitted three months before the desired job share start. Proposals must include the duration (minimum of one year to a maximum of two years), a description of the requested work, and schedules of work allocation. If the proposal is approved, a posting requesting a suitable job share partner will be circulated. For operational efficiency, there will be limitations on numbers and types of job shares, with participants required to sign a joint agreement which will specify their relationship to the job and all terms and conditions of the job share. Each job

share will have a six-month trial period. Upon expiration of the job share, employees will be returned to their pre-job share positions.

Temporary employees involved will be terminated. The final decision, both pre- and post-trial period will be made by the business unit Director or designate.

Terms and Conditions

Salary will be equal to the percentage of time worked. The regular hours of work are those agreed to in the job share arrangement with no lieu time, earned days off, or voluntary leaves of absence allowed. Overtime will be paid only if entitled on an individual basis.

Both partners must agree to be available to perform the duties of the shared position on a full-time basis if the job share partner is on short term leave. The job share employees must schedule their time off in alternate blocks so that one employee is always present in the work place.

All leave entitlements including Holidays, Sick Leave, Vacation, Service Leave, Bereavement, Compassionate, Personal, Education, and Family Emergency, will be prorated based on the number of regular hours worked and vacation entitlement increments. Education Leave will be limited to job-specific education with no operational impact.

Maternity/Parental, Jury and Witness Leave is based on full-time employee entitlement. Top-up will be prorated.

Allowances such as Clothing, Cleaning, Service Pay, Standby, and Special Pay will be prorated based on hours worked. Shift premium will be at full rate.

Group insurance benefits (Life, AD&D, LTD, Health and Dental) are subject to the rules of the applicable benefit plans. The employer will cost share with both employees based on the cost-sharing formula for the employee group. (Note: depending on the plan, insurance coverage may be reduced by virtue of the lower salary.) Some plans require employees to work at least 20 hours per week to participate. In that case, the job share proponent must indicate whether they require group insurance benefits. Postings for a job share opportunity will indicate whether they include group insurance benefits. Business Units may decide to supplement the hours to a total of 40 hours in order to give both participants the option for group insurance benefits.

For pension purposes employees in the plan continue to be covered by the provisions of the plan with service accumulation prorated and pensionable earnings based upon the gross salary received for the period of pensionable service earned.

Termination of Job Share

Notice period for termination is 90 days.

If one of the participants leaves the arrangement, for example, takes another position, is terminated, takes LTD coverage, or goes on pregnancy or parental leave-the arrangement terminates and the remaining participant reverts to his or her prior position. Consideration may be given to replacing the leaving partner but the determination will be at the Director's discretion or designate. In that case, the remaining partner will be required to temporarily fill

the position on a full-time basis until the position can be replaced.

The filling of a vacancy as a result of job share will be on a temporary basis with the proviso that the incumbent will be returning when the job share arrangement ends.

Performance appraisals will be done at the end of the probationary period and at least annually thereafter. Evaluation will be based upon evaluation criteria plus team functionality.

5 - Roles and Responsibilities

Director: the Director has the responsibility for ensuring the proper administration of this policy.

Employee: the employee is responsible for making a request to the appropriate Director. For continuity, job share members are required to develop a method to ensure the effective exchange of job share information on a regular basis with each other and their supervisor to ensure that service is provided as seamlessly as possible with an equitable distribution of workload and other responsibilities. Employees must commit to the job share and are responsible to meet the requirements of the position.

Human Resources: Human Resources Consultants are responsible for providing support to business units regarding the administration of this policy.

6 - Monitoring

HRM may conduct periodic audits of business unit practices to ascertain compliance with the policy requirements.

7 - Contact

HR Business Partners