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| <b>Policy:</b>         | <b>O-5.8</b>                      |
| <b>Approved By:</b>    | <b>College Executive Team</b>     |
| <b>Approval Date:</b>  | <b>April 23, 2003</b>             |
| <b>Amendment Date:</b> |                                   |
| <b>Policy Holder:</b>  | <b>Exec. Dir. Human Resources</b> |

## JOB SHARING

### Purpose / Rationale

The purpose of this policy is to allow two permanent full-time staff to enter into a formal employment partnership which produces a temporary, more flexible working arrangement that facilitates balancing work with other commitments. Many people have responsibilities that make it difficult for them to continue to work on a full-time basis for particular periods of their lives. They do, however wish to continue their careers and welcome the chance to use their skills and experience on a part-time basis.

### Scope / Limits

1. Job sharing opportunities at Camosun College are open to permanent full-time staff of the College who have been in a permanent position for at least two years. However, in exceptional circumstances and where it is in the best interests of the College, an appointment of someone who is not currently full-time and permanent to a job sharing post may be considered.
2. This policy will not interfere with the rights and obligations specified in current Collective Agreements or Terms and Conditions of Employment.

### Principles

1. Job sharing is an arrangement made between two staff who agree to equally share all the responsibilities and attendance requirements of a single job which they hold jointly. Job sharing is quite different from part-time work where the employee is individually responsible for the work.
2. Although the College will provide assistance, employees are responsible for finding employee-partners who are equally qualified to perform the required job duties.
3. Employees who job share are responsible for working out the logistics and coordination of responsibilities and presenting their proposed plan to their supervisor.
4. Each request for a job share arrangement will be considered on its own merit. Supervisors will not unreasonably deny requests for job share arrangements provided the nature of the work is suitable for a job share arrangement and that such an arrangement will meet the College's operational needs.
5. A job share position may be converted back to a full-time position only in instances where there is a compelling operational requirement to do so and provided a reasonable period of notice is given.

A. GUIDELINES

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### **3. Approval Procedures**

- a) Approval of the proposal is at the discretion of the immediate supervisor, in consultation with the Dean/Director responsible, and will be evaluated based on the criteria provided in **Section B** below.
- b) The proposal may be approved on a trial basis for a three month period to enable the supervisor and the job share partners to assess whether the job-share arrangement is suitable.
- c) If approved, the job share proposal is confirmed in writing and becomes the job share agreement. A copy of the agreement should be provided to the appropriate Human

- e) Can a practical and appropriate communication arrangement be established and maintained between the partners, the supervisor, the client, and others?
- f) How will the supervisor assess the quality of the work if both partners are r()-36-4rtners are g-6a)