JOB SHARING ARRANGEMENTS
Checklist of Considerations and Tasks to Complete

1. Involve an employment and labor lawyer.

2. Consider your goals and issues:
   □ Retain skilled workforce while reducing salary and benefit costs.
   □ Appeal to employees’ desire for flexibility.

3. Identify and strategize regarding appropriate job-sharing positions and conditions.
   □ Consider positions that lend themselves to team efforts.
   □ Prepare to implement a communication plan so that job-sharers receive critical information.
   □ Assess ways in which to remove redundancies and increase productivity.

4. Recruit job sharing team members carefully.
   □ Look for team players who are flexible and good communicators.
   □ Consider incumbents with good performance histories.
   □ Recruit employees with compatible work styles and equal levels of knowledge and skill.
   □ Consider a trial period.
   □ Anticipate actions to be taken if job share trial fails and address with employees at the onset.
5. Create a job sharing agreement.

- Create an accurate position description that states job sharers are jointly responsible for fulfilling requirements and duties of the position.

- If responsibilities are not jointly held, outline specific tasks or duties that individual job sharers will be responsible for in separate position descriptions.

- Determine hours of work for each job sharer or a method by which work hours will be scheduled if flexibility is allowed.

- Address space and equipment issues. Consider telecommuting arrangements.

- Determine how performances of job sharers will be measured and adapt evaluation materials accordingly.

- Outline what will happen if a one job sharer leaves, is promoted or decides to work a different schedule.

- Reserve employer’s discretion to end job sharing arrangements.

- Have employees sign job sharing agreement to acknowledge their understanding of the job sharing obligations, requirements and limits.