

## **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.