
JOB SHARE POLICY SAMPLE

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ABOUT TRUCKING HR CANADA

As a national, non-profit organization, Trucking HR Canada advances modern HR solutions for the trucking and logistics workforce

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WANT MORE

To help fleet employers build flexible workplace practices, Trucking HR Canada wrote *Flexible Workplace Practices: The Growing Importance of New Ways of Working*. Help your company offer new ways of working by exploring the following topic areas:

- Why employers should consider offering flexible work options
- What are common flexible work options used today and their prevailing benefits
- Factors to consider before initiating flexible work practices
- Recommendations on how to effectively implement flexible work arrangements
- Guidelines for measuring success

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PUPOSE

[Company Name] appreciates the dedication and hard work that our employees demonstrate in their roles. We also understand that employees often face challenges such as juggling work, family, and life-related issues. To demonstrate our continued commitment in supporting our employees during these times and to stay competitive in our market, we may offer flexibility for eligible employees to participate in a job share work arrangement.

SCOPE

This policy is applicable to all [Company Name] employees in good standing and whose job duties and responsibilities are suitable for job share work arrangements.

DEFINITIONS

For the purpose of this policy and for interpretation by our employees:

- **Job Sharing** is an alternative work arrangement whereby the duties and responsibilities of a full-time position are shared by two part-time employees. Each employee may be responsible for the whole job and all of its tasks, or alternatively, some projects or tasks may be assigned independently. For a job to be shared, both employees are accountable for the majority of its responsibilities and must interact in order to accomplish them.

DETERMINING ELIGIBILITY

- Current employees in good standing with at least **[one (1) year]** tenure may seek approval for a job share arrangement.
- In some cases, the job share arrangement may be defined and agreed to as a condition of employment upon hire.
- Employees wishing to obtain a job share arrangement must first gain approval to do so from their Manager/supervisor. Prior to submitting a request, consider the questions outlined in the **Employee Success Checklist** at the end of this Tool.
- Managers/supervisors are encouraged to approve employee requests for a job share arrangement whenever it is possible to do so. Upon approval, Managers/supervisors should review the **Manager Success Checklist** at the end of this Tool.

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- If granted approval for a job share arrangement, the employee agrees to meet the following criteria:
 - The job share partners are qualified to do the job and they are both performing their current duties satisfactorily
 - Efficiency, productivity, timeliness, and the level of service will be maintained
 - The productivity of the broader team or department will not be adversely affected
 - If a supervisory position, the employees who report to this position will know who to report to for various matters
 - A Practical and appropriate communication arrangement can be established and maintained between the partners, the supervisor, the client, and others
 - The job share partners are compatible in approach and outlook
 - An acceptable work schedule can be agreed upon by all parties

APPROVAL OF JOB SHARE WORK ARRANGEMENTS

To be considered for a job share arrangement, the two participating employees will submit a proposal to [\[insert contact name or contact position\]](#). The proposal will include information such as:

- The names and current positions of both partners.
- A request by both partners for part-time employment under a job share arrangement.
- A summary of the qualifications and experience of the partners.
- Identification of the position and confirmation that it is either vacant or occupied by one of the partner.
- A description of how the job duties and responsibilities will be shared.
- A proposal of how workload priorities will be determined by the partners on an ongoing basis.
- Details on methods that will be used to ensure information is shared with each other, clients, colleagues, and the supervisor.
- A proposal of how extended absences may be covered.
- A preferred work schedule which may include the following:
 - a. 2.5 days per week
 - b. 3 days one week/2 days the following
 - c. all mornings every week
 - d. all afternoons every week
 - e. full time hours one week/off the following
- It may be best in some job situations to arrange for some overlap in working hours between the job share partners.

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Additional information may be required giving specific consideration to the scheduling and conditions of the truck driver position.

COMPENSATION, WORK HOURS AND TIME WORKED

The following are guidelines in determining job share arrangements:

- Both employees will be paid at a rate commensurate with the position. If currently working in the position to be shared, the rate will be prorated based on percentage of hours worked.
- Both employees will have the same job title.
- Both employees will be classified as part-time employees.
- Both employees will be eligible for benefits that are available to part-time employees.
- Vacation, benefits, sick time and pay for statutory holidays will be prorated based on the job share arrangement.
- The job share partners will coordinate pre-scheduled time off and provide coverage for each other as necessary. Where one partner is absent for a prolonged period of time, the other partner will be offered the opportunity of working extra hours and to be paid accordingly.
- All vacation and other time-off benefits (including leaves of absence) must be scheduled, approved, and recorded in accordance with the company's time-off policies and practices.

REVIEW, MODIFICATION AND TERMINATION OF JOB SHARE WORK ARRANGEMENTS

The following are guidelines in determining job share arrangements:

- Job share work arrangements will be implemented on a trial basis for **[three months]**.
- Following the successful completion of the trial period, the arrangement may continue. An annual review of the arrangement will take place to ensure that the job share produces quality work, meets efficiency and productivity expectations and that the operational requirements of the business continue to be met.
- Upon termination, voluntary resignation, or internal move of one of the parties, depending upon the arrangements made, the job share agreement may be terminated. Management will evaluate at that time if the job share arrangement can be continued with a new partner or if the position will revert to full-time. If it is not operationally feasible to continue the arrangement, then the remaining partner will either convert to full-time or be required to obtain an alternative position.

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- **[Insert company name]** may also terminate job share work arrangements for bona-fide operational reasons. Appropriate written notice will be provided in this circumstance

We encourage employers to review terms and conditions associated with any changes to the job share arrangement with their legal counsel, especially as it relates to termination of the work option.

POLICY REVIEW

[Company Name] is committed to reviewing our policies regularly. This policy will be reviewed no less than once every three years.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Job Share Work Policy. I agree to comply with this Policy and its guiding principles.

Name (Print):

Signature:

Date:

[Insert as policy footer]

Effective Date:

Revision Date:

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JOB SHARE WORK ARRANGEMENT – A CHECKLIST FOR SUCCESS

While it is important that both the employee and manager understand and follow the policy guidelines, it is just as important that thorough consideration is given by both parties as to how they can play a role in contributing to the success of the job share work arrangement. Use the checklist below for further exploration and support of success.

EMPLOYEE: WHAT DO I NEED TO CONSIDER PRIOR TO SUBMITTING A REQUEST?

- Have I thoroughly reviewed and understand the Job Share policy?
- Have I conducted a financial review to understand if I can live with the reduction in income?
- What personal needs and work-life balance goals am I trying to achieve through this arrangement, and will it meet those needs and goals?
- What will be the benefits of a job share arrangement? What may be the challenges and how can I address them successfully?
- Have I considered how working part-time in this job share arrangement might impact my career goals?
- Do I have the basic skills necessary for job sharing: flexibility, organization, collaboration, and communication?
- Am I ready to give up part of my job and share recognition of accomplishments?
- Am I open to sharing decisions, responsibility, and authority?
- Am I willing to adapt to my job share partner's habits, ideas, and point of view?
- Am I open to negotiating differences with my job share partner?
- What else can I do to ensure I set myself up for success?

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MANAGER: WHAT ACTIONS DO I NEED TO TAKE TO ENSURE A SUCCESSFUL JOB SHARE WORK ARRANGEMENT FOR THE PARTNERING EMPLOYEES AND THE COMPANY?

- Have I reviewed the Job Share policy and thoroughly understand the eligibility criteria so I can make fair and consistent decisions to support the arrangement?
- Have I communicated to the wider business, so they are aware of the job share and addressed any questions or concerns?
- Have I reviewed and provided input into the partners communication plan to ensure the seamless exchange of work tasks and information?
- Have I set up 1-1 meetings with each job share partner individually to review progress and development needs?
- Am I prepared to deal with and advise on any issues or conflicts that arise between the job share partners?
- Have I worked with the partners to define and clarify expectations of the role they share?
- Do I have regular check in meetings scheduled with the job share partners to discuss successes and address any challenges of the arrangement? Have I also scheduled a 3-month review meeting to assess the success of the job share work arrangement trial period?
- What else can I do to ensure the employee and the company experience positive outcomes from this arrangement?

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