



Department Human Resources	Policy No. HR 026	Page 1 of 2
Policy Title JOB SHARING		

Council Resolution No 59-07	Date: February 13, 2007	GMCS	CC	Cross Reference	Effective January 1, 2007
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PURPOSE

To establish guidelines for the administration of job sharing opportunities, when two individuals voluntarily share the responsibilities, hours, salary and benefits (as applicable) of one permanent, full-time position.

Where a collective agreement varies from the provisions of this policy, the collective agreement reference prevails.

POLICY

With no disruption in service to the general public and subject to the operational needs of Parkland County, the duties and responsibilities of a permanent, full-time position may be shared by two employees. Management reserves the right to determine, consider, approve and terminate all job sharing arrangements at their sole discretion.

1. In advance of a written request and detailed proposal, an employee interested in exploring a job sharing arrangement within their established permanent, full-time position, will discuss the potential with their immediate supervisor, who will first deem whether the request may be operationally feasible.
2. If the immediate supervisor is supportive that the position may potentially be deemed eligible for job sharing, the interested employee will submit a written request to the supervisor, with a copy to the Department Manager, Assistant General Manager, General Manager or County Commissioner (as applicable), and the Human Resources Coordinator, which shall include the following details:
 - Reasons for job sharing request and the potential benefit of such an arrangement, both organizationally and individually.
 - Anticipated commencement date of permanent job sharing arrangement.
 - Potential work schedule (split of hours/days/weeks, etc).
 - Distribution of job responsibilities, duties, and communication mechanisms to best ensure service provisions and daily operations are met.
3. Job sharing arrangements will not impact the qualifications and skill requirements as established for the position.
4. Employees in job sharing arrangements are required to provide coverage for their job share partner during periods of vacation, illness that exceeds two weeks, and other potential leaves of absence, in order to ensure service provisions and operational needs are met. In addition, vacancies due to terminations will be filled in the interim by the remaining job share partner.
5. If one job share partner resigns or is terminated, the Department Manager, Assistant General Manager, General Manager or County Commissioner (as applicable), reserves the right to fill the established full-time equivalency in the manner they deem appropriate based on operational needs/service provisions.

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6. Employees in job sharing arrangements will be eligible for participation in the established group benefit and pension plans, providing they meet the eligibility requirements as defined by each plan carrier. 7. To ensure cost neutrality, the County will not incur additional premium costs due to job share arrangements. 8. Employees participating in job sharing arrangements will pay the established employee portion of premiums for those benefits that are non-earnings related (ie. dental, extended health/vision, and Alberta Health Care) and a portion of the employer premiums equal to the difference between their FTE and a fulltime position. <u>Example</u> <u>Alberta Health Care:</u> Current premium for family coverage is \$88.00/month per employee. The County pays \$74.80 (based on 85% cost-shared) and the employee pays \$13.20 (based on 15% cost-shared). Assuming that both of the job share partners has family coverage and works half-time (.50FTE); each would pay a total of \$50.60 per month. This includes \$13.20, (15% employee portion) plus an additional \$37.40, (50% of the County's portion of \$74.80). The County would pay \$37.40 for each employee. 9. Final approval rests with the Department Manager, Assistant General Manager, General Manager or County Commissioner (as applicable). 10. An employee whose request is not approved may appeal to the County Commissioner, whose decision will be final.		