

ARTICLE 12 - JOB SHARING

12.1 Definitions

Job sharing shall refer to one full-time position being shared on an approximately equal basis by two current employees. The two current employees must be similarly qualified. The purpose of job shares is to meet the professional-development and personal needs of employees, while assuring the College a level of service and quality that is at least equal to the level that would be provided if the position were held by one full-time employee. There shall be two types of job shares: (a) permanent and (b) temporary. In either case, at least one of the job share partners shall be a full-time employee who has obtained his/her position through a competitive recruitment, as described in 3.1 and 3.2.

12.2 Permanent Job Share

- 12.21 Two current full-time employees in the same subject area or category (i.e., Librarian, Counselor, Academic Professional) may apply to share a position on a permanent basis. Alternatively, if only one employee desires to be part of a permanent job share, the College may choose to create a .5 probationary full-time position, which will be filled according to Article 3.2.
- 12.22 When two full-time employees choose to job share on a permanent basis, the result will normally be a vacant full-time probationary position, which will be filled according to Article 3.2.
- 12.23 Once an employee has elected to be part of a permanent job share, a return to full-time status shall depend on the staffing needs of the department and the College and the qualifications of the employee(s). If an employee chooses to return to full-time status, s/he shall have the right to do so, provided that a vacant probationary position (for which s/he is qualified) opens in the subject area, category (i.e., Librarian, Counselor) or Academic Professional job classification.
- 12.24 If one of the partners chooses to leave the job share situation (e.g., to return to full-time status, or due to retirement or resignation), the other partner may (a) remain in a job share on a permanent basis if another full-time employee wishes to enter into a permanent job share situation; or (b) remain in a job share if the College chooses to search for a permanent job share partner, as described in 12.21; or (c) remain in a job share on a temporary basis if a partner can be found; or (d) return to full-time employment. It is understood that (a), (b) and (c) will require Management approval. If this situation arises mid-year and a permanent or temporary partner cannot be found, and the remaining partner is unable to return to full-time employment, Management may use part-time employee(s) to replace the vacating partner for the remainder of the fiscal year.

12.3 Temporary Job Share

Temporary Job Shares can be between two current full-time employees in the same subject area or category (i.e. Librarian, Counselor, Academic Professional) or between a current full-time employee and a similarly qualified current part-time employee.

12.31 Job Shares between two current full-time employees:

- 12.311 Two full-time employees may job share for one or two years. At the employees' request and management's approval, the temporary job share may be renewed for an additional one or two years, for a maximum of four years.

12.312 When two full-time employees job share, the result will normally be a vacant full-time temporary position, which will be filled according to Article 3.64. If the temporary job share is renewed there will be a new search for a temporary full-time replacement, according to Article 3.64. The person in the full-time temporary position may or may not be selected again.

12.32 Job shares between a full-time employee and a current part-time employee:

12.321 A full-time employee and part-time employee may job share for one or two years. The part-time partner may be selected according to the procedures in Article 3.64, or may be selected by the full-time partner, with Management's approval. At the full-time employee's request and Management's approval, such job shares may be renewed indefinitely, according to the procedures in 12.322.

12.322 If Management approves the full-time employee to continue the temporary job share (for up to an additional two years at a time), the department will initiate a new competitive recruitment for a part-time partner, as described in Article 3.613 and 3.64. The original part-time partner may or may not be selected again.

12.323 The full-time partner will have significant input into the selection of the partner.

12.324 The partner who was previously part-time will be considered a temporary full-time employee and will be hired and employed under the provisions of Article 3.6.

12.325 The employee initially in the regularly-budgeted full-time position retains the right to return to full-time status. The partner will be given at least one term's notice of the termination of the job share.

12.33 If Management chooses not to continue a two-year temporary job share beyond one year, the employees will be notified by the end of Winter term.

12.4 Application Procedures

12.41 A full-time employee or pair of full-time employees wishing to share a position shall submit a proposal to the administrator of the department. Where possible, the requests shall be submitted by December 1 of the fiscal year preceding the requested initiation of job sharing. Such proposal shall include a plan for the division of responsibilities and the work year schedule. Proposals shall specify the beginning and ending dates if the arrangement is to be temporary.

12.42 Management shall retain all rights to approve or disapprove a proposal, made under this Article. Management shall communicate its decision in writing to the full-time partners prior to the end of the Winter term preceding the year of requested implementation. Denial of a job share shall not be subject to the grievance process pursuant to Article 25.

12.43 In a temporary job share situation, the search for the temporary full-time replacement or part-time partner will normally occur during the Spring term preceding the year of requested implementation. Following the selection, the part-time partner will work with the full-time partner and immediate supervisor to create a plan for the division of responsibilities and the work year schedule.

12.5 Other Provisions Related to Job Sharing

- 12.51 All salaries (Article 16), insurance (Article 17), and paid leaves (Article 19) shall be provided to each employee on a pro-rated basis as determined by the Director of the Human Resources Department based on the work year schedules of the Faculty or Academic Professional. If Faculty or Academic Professional is not a continuous appointment employee(s), the probationary period shall follow Article 3 (not pro-rated).
- 12.511 Both employees shall receive salary step increases on an annual basis.
- 12.512 Eligibility for benefits which require length of service to determine eligibility (such as professional leave and early retirement) shall be assigned in accordance with Articles 20 and 14.
- 12.513 Compensation for professional leave will depend on whether the job share is temporary or permanent. If temporary, the job share will end prior to the beginning of the professional leave, the employee will revert to full-time and the employee will be paid at the appropriate rate as specified in Article 20. If the job share is permanent, the employee will be paid the appropriate rate as specified in Article 20, applied to the employee's pro-rated salary.
- 12.52 Faculty in a job-sharing situation shall be eligible for staff parking permits at the part-time staff rate.