

<b>Selkirk College Policies and Procedures</b>		Title and number	<b>6210 Job Sharing</b>		
		Replaces	B6002.5 Job Sharing		
		Effective	2007-0608	Next review :	2011-06-08
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2007-06-08	
Director, Human Resources	Director, Human Resources	Recommended/Approved by Education Council		N/A	
		Approved by President		2007-10-29	

## 1 POLICY

The College recognizes that on occasion it may be desirable from an employee's perspective to provide for the job sharing of positions. In providing for this opportunity, the College will ensure consistency throughout the organization and equitable treatment of employees.

Job sharing arrangements are available for full-time positions only, and must be for a minimum of one year duration. The approval of a job sharing arrangement is at the sole discretion of the College, subject to the procedures outlined below. In the event that a request is refused, the employee has the right to appeal to the President.

Job sharing arrangements do not imply a change in the status of the position, ie, a full-time position remains a full-time position, shared between two people.

## 2 DEFINITIONS

“Employee”: the person who occupies the full-time position and is requesting the job-share arrangement. This person is entitled to all the rights of a regular full-time employee while participating in the arrangement.

“Job share partner”: the person who takes on the work made available as a result of the employee sharing a portion of his/her regular position. This person is entitled to all the rights of a regular part-time employee while participating in the arrangement.

## 3 PROCEDURES

### 3.1 Requesting a job sharing arrangement

An employee who wishes to job share for a period of time must submit his/her request for a job sharing arrangement, in writing, sufficiently in advance of the change to permit proper planning for the change, to the employee's supervisor with copies to the Director of Human Resources and to the relevant union. This request shall specify what type of job sharing is desired.

### 3.2 Considerations

The Director of Human Resources and the employee's immediate supervisor will assess the validity and practicality of the request. The Director of Human Resources will notify the employee, and the appropriate bargaining unit, in writing, as to whether s/he intend to grant the request. The employee will be notified of the final decision a minimum of one month prior to the change.

The portion of the job which the employee intends to share will be awarded in accordance with the appropriate collective agreement.

### 3.3 Annual review

The parties will review the arrangement on the anniversary date(s) on an annual basis to ensure that the needs of the College and the area have been and continue to be met.

The employee may reclaim the full-time job at this time provided that written notice of their intention has been submitted in writing to the Director of Human Resources, the Supervisor and the Job Share Partner, at least three (3) months in advance of the annual review. No job share will be approved for more than

three (3) consecutive one-year terms. If the arrangement is not satisfactory to the College, the College shall have the right to revert to the original staffing structure upon three (3) months notice to the affected employees. Once the position has reverted to its original structure, it is not eligible for job sharing for a period of six months.

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**Other relevant policies:**

6540 Selection Committees

**Key words: .....**

Job Share, Employees