

Corporate Policies

SECTION: TERMS AND CONDITIONS OF EMPLOYMENT
SUBJECT: Job Sharing

POLICY/PROCEDURE NO. 2.9.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 5

SUPERCEDES POLICY DATED: January 1995

APPROVED BY: Council AF123-2002

POLICY STATEMENT:

The Corporation will consider proposals from full-time employees for job sharing arrangements in an effort to assist employees to balance their work related and personal responsibilities.

Job Sharing arrangement proposals must meet the following criteria to be considered for approval:

- service levels must be maintained or improved;
- be cost neutral;
- be in accordance with other Corporation Policies, any applicable legislation and any relevant collective agreement provisions; and
- be fair and equitable.

The Corporation reserves the right to terminate the flexible arrangement with a minimum of thirty days notice. Upon termination of the arrangement, employees will be returned to their previous position if it exists or a comparable position if it does not exist.

The responsibilities and work hours of one regular full-time position are divided between two individuals.

PURPOSE:

To establish a policy and procedure that would permit a full-time employee to make application for Job Sharing.

SCOPE:

All full-time, non-union employees with two (2) years of uninterrupted service and meet the criteria of:

- (a) Length of service
- (b) Work performance and
- (c) Dates of previous leaves



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PROCEDURE:

1. TERMS AND CONDITIONS OF EMPLOYMENT

a. Job Status:

Job sharing employees will be classified as temporary employees.

b. Work Week:

The split of the workweek shall normally be three (3) days one week, and two (2) the next, but, may be varied at the discretion of the Director.

c. Wages:

The rate of pay for job sharers is the hourly rate for the full-time position, starting at the entry level for new employees, and proceeding to job rate. Should the job sharer be a current employee, they will retain their current place in the job range. A current employee in higher paid position will receive the start rate of the new position, unless the department agrees to a higher rate, within the new positions range or grid not to exceed the employee's current rate.

d. Benefits:

Employees are eligible to participate in the Corporation's Medical Insurance Program. The eligibility period is three (3) months of continuous service in a job sharing position. Employees who were eligible for benefits prior to commencing the job share will not be required to re-qualify.

The Corporation will pay a share of the cost, commensurate with the employee's contribution to the Job Share. For example, if the employee works 50% of the hours, the Corporation will pay 50% of the benefits. At no time will the Corporation pay more than 100% of the benefits for the Job Share position. It will be the responsibility of the Job Sharer to provide the Human Resources Division with cheques for the benefits.

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Failure to provide the cheques in a timely fashion will result in termination of those benefits.

Should a job share be required to work full hours for one (1) month, they would be eligible for 100% City paid benefits for that month.

e. Vacation:

Vacation pay will be paid on a bi-weekly basis, and included in each cheque.

f. Unpaid Leave:

The job shareres will be permitted to take ten (10) consecutive working days of unpaid leave per year, subject to obtaining advance supervisory approval. The Monday to Friday work week is deemed to be five (5) consecutive working days.

g. Time Recording:

The department will submit a time sheet for the job sharing employee.

h. Hours of Work:

Employees will be required to work the prescribed number of hours for the job in question, and work a regularly scheduled day for that position. Directors do have the right to approve a different schedule of hours that may more closely meet their needs.

i. Trial Period:

All job sharing arrangements shall start with a six (6) month trial period. All job sharing contracts are renewable every six (6) months.

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j. Termination:

This contract will be considered terminated if any of the parties (the City, the Department or either of the job sharers) feels that the trial has not been a success, or should one of the two job sharers wish to resign from the arrangement. At that time, it is up to the discretion of the Director as to the status of the position. He or she may determine that the interests of the department are best served by one employee concentrating full-time energies on the job, instead of a job sharing agreement. There is no restriction for the remaining job sharer to apply for the full-time position.

k. Additional Days:

In addition to the regularly scheduled days, job sharers may be asked by the Corporation to cover for each other during illness or unpaid leave.

2. APPLICATION OF JOB SHARING

The following procedure is to be followed for the application of Job Sharing:

- a. The employee must fill out the request for Job Sharing form at least two (2) months in advance and forward it to the Director of the Division.
- b. The Director will review the application and determine if the position is appropriate for job sharing. Approval will be governed by the operational needs of the department as determined by the Director and the Commissioner and the employee meeting the established criteria. The signed application is then forwarded to the Human Resources Division for approval.
- c. Human Resources will draft a contract of employment, setting out the terms and conditions of employment. No contract will be executed until two job sharers have been identified. Should only one employee desire the job sharing arrangement, Human Resources will seek to fill the other job sharing position in the usual recruitment manner before the contracts are signed.

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ACCOUNTABILITY:

Supervisors and the Human Resources Division are accountable for ensuring adherence to this policy as outlined.

ADMINISTRATION:

Human Resources Division, City of Brampton

CONTACT:

Human Resources Division