

Job Sharing

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1 – Policy Name

Job Sharing

2 – Purpose

The purpose of this Policy is to outline the conditions in which an eligible employee may use a job-sharing arrangement.

3 – Objectives

Halifax Regional Municipality (The Municipality) is committed to providing flexible working arrangements to support employees. This commitment helps to improve employee engagement and retention.

4 – Scope

This Policy applies to all permanent full-time Municipal employees. Permanent part-time or temporary employees or external candidates may be considered as one partner.

5 – Definitions

In the context of this document:

Flexible work arrangement means a business strategy that integrates non-traditional schedules, workstyles, technology, and space in innovative ways in order to support increased flexibility in when, where, and how work gets done.

Job Sharing means a work arrangement that allows two employees to share the responsibilities of one full-time position, thereby reverting to part-time hours.

6 – Roles and Responsibilities

Executive Directors

Executive Directors are responsible for:

- Assessing the request for Job Sharing and determining its approval.

Employees

Employees are responsible for:

- Making a request to the appropriate Executive Director for a job-sharing arrangement.
- Developing a method to ensure continuity and the effective exchange of job share information on a regular basis with each other and their supervisor.
- Ensuring that service is provided as seamlessly as possible with an equitable distribution of workload and other responsibilities.
- Committing to the job share and meeting the requirements of the position.

7 – Policy Regulations

Eligibility

The permanent full-time employee must be the incumbent of the pre-job share position. Arrangements are subject to management approval based on satisfactory service and operational requirements. In all situations both partners must be suitably qualified to carry out the full-time duties and responsibilities of the shared position with their combined regular hours fulfilling the full-time requirements of the position.

Approval & Duration

Job shares must be initiated by the incumbent by way of a written proposal submitted to their Executive Director or designate. Proposals should be submitted three months before the desired start date. Proposals must include the duration (minimum of one year to a maximum of two years), a description of the requested work, and schedules of work allocation. Incumbents may apply with a specified job-sharing partner, or if the proposal is approved, a posting requesting a suitable job share partner may be circulated.

For operational efficiency, there will be limitations on numbers and types of job shares, with participants required to sign a joint agreement which will specify their relationship to the job and all terms and conditions of the job share.

Upon expiration of the job share, employees will be returned to their pre-job share positions. Employment for temporary employees involved in the job share arrangement will be terminated.

Compensation

Salary will be equal to the percentage of time worked. The regular hours of work are those agreed to in the job share arrangement with no compressed work schedules or voluntary leaves of absence allowed.

Group insurance benefits (Life, AD&D, LTD, Health and Dental) are subject to the rules of the applicable benefit plans. The employer will cost share with both employees based on the cost-sharing formula for the employee group. (Note: depending on the plan, insurance coverage may be reduced by virtue of the lower salary.) Some plans require employees to work at least 20 hours per week to participate. In that case, the job share proponent must indicate whether they require group insurance benefits. Postings for a job share opportunity will indicate whether they include group insurance benefits. Business Units may decide to supplement the hours to a total of 40 hours per week in order to give both participants the option for group insurance benefits.

For pension purposes employees in the plan continue to be covered by the provisions of the plan with service accumulation prorated and pensionable earnings based upon the gross salary received for the period of pensionable service earned.

Allowances such as Clothing, Cleaning, Service Pay, Standby, and Special Pay will be prorated based on hours worked. Shift premium will be at full rate.

Leaves

All leave entitlements including Holidays, Sick Leave, Vacation, Service Leave, Bereavement, Compassionate, and Education will be prorated based on the number of regular hours worked and vacation entitlement increments. Education Leave will be limited to job-specific education with no operational impact.

Pregnancy & Parental Leave and, Jury and Witness Leave is based on full-time employee entitlement.

Termination of Job Share

The notice period for termination is 90 days. If one of the participants leaves the arrangement (e.g., takes another position, is terminated, takes LTD coverage, or goes on pregnancy and/or parental leave), the arrangement terminates and the remaining participant reverts to his or her prior position. Consideration may be given to replacing the leaving partner, but the determination will be at the discretion of the Executive Director or their designate. In that case, the remaining partner may be required to temporarily fill the position on a full-time basis until the position can be replaced.

The filling of a vacancy as a result of job share arrangement will be on a temporary basis with the condition that the incumbent will be returning when the job share arrangement ends.

Performance appraisals will be done at the end of the probationary period and at least annually thereafter. Evaluation will be based upon evaluation criteria plus team functionality.

8 – Repeal

N/A

9 – Effective Date

June 26, 2022

10 – Related Policies and Practices

FlexWork Halifax Program

11 – Policy Review

Review every 2 years.

12 – Contact

Human Resources Business Partner

13 – Attachments

[FlexWork Halifax](#)