


HUMAN RESOURCES POLICY & PROCEDURES MANUAL

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| Subject: Job Sharing | | Policy No: 2-05 |
| Section: Hours of Work & Overtime | | Revision No: |
| Date Approved by EMT: November 21, 2001 | | Page 1 of 3 |
| Effective Date: December 10, 2001 | Employees Covered: All Permanent Non-Union Employees | |
| Supercedes: | Reviewed By: | |
| HR Manager:  | Distributed: | |

POLICY STATEMENT

The Town of Newmarket is committed to equal work opportunities for all staff and flexible work arrangements that are advantageous to both the employer and employees.

PURPOSE

The Town of Newmarket recognizes that some employees may, for various reasons, wish or need to alter a commitment to full-time work with the Town. In such circumstances, the Town will consider alternate work arrangements in the form of Job Sharing to, amongst other advantages, retain valuable employees, enable existing employees to balance family and work priorities or pursue careers while working fewer hours, and ease employees' transition into retirement.

DEFINITIONS

Job Share Arrangement

An arrangement between two individuals who voluntarily share the duties and responsibilities of one full-time position, the administration costs of which shall not exceed that of one full-time position.

All full-time positions are potentially open to job sharing; however, the Town, in accordance with managerial interests, reserves the right to ensure that operational needs will not be adversely affected.

Job Share Proposal

A written request by two individuals to job share one full-time position as presently occupied by one of the applicants.

RESPONSIBILITIES OF EMPLOYEES

Job Share Proposal

Employees wishing to participate in a Job Share Arrangement must submit a Job Share Proposal to their pertinent Supervisor/Manager/Director, Manager of Human Resources and Chief Administrative Officer for consideration. Job Share Proposals will be considered on a case by case basis by the Director and the Manager of Human Resources. Decisions will require final approval by the Chief Administrative Officer.

The Job Share Proposal should include the following details:

1. the names and current position classifications of both partners;
2. an express request by both partners for modified employment;
3. the qualifications and experience of the partners (i.e., resume);
4. a copy of each partner's most recent performance appraisal;
5. identification of the Job Share position and confirmation that it is either vacant or occupied by one of the partners;
6. a description of how job duties, responsibilities and workload priorities are proposed to be shared while ensuring service remains top priority;
7. a proposal regarding how extended absences of 10 days or more will be covered;
8. a preferred start date for the Job Share Arrangement; and
9. any changes required to the physical work station.

Guidance in preparing Job Share Arrangements and Proposals may be sought from the Human Resources Division.

The manner in which the actual hours of work are proposed to be divided between the Job Share Partners should be made in consultation with the Supervisor/Manager/Director of the Department where the job share position is located, taking into account:

- the needs of the service, section and/or department;
- any limitations on accommodation, equipment, etc;
- communication between the job share partners, between the partners and their Supervisor/Manager/Director, and between the partners and their colleagues and customers, emphasizing the need to ensure a consistent high quality approach.

RESPONSIBILITIES OF EMPLOYER

1. Job Share Proposals will be considered on a case by case basis by the Director and the Manager of Human Resources. Decisions will require final approval by the Chief Administrative Officer. Not all positions may be appropriate for Job Sharing and not all employees may be able to participate in the Job Sharing Program because of job duties, operational needs, etc. The final decision to allow a Job Share Arrangement rests exclusively with the Town.
2. The Director must ensure that the arrangement is feasible and that the Job Share Partners have a clear understanding of each partner's duties and responsibilities.
3. If approved, a Job Share Proposal will be confirmed in writing and become the Job Share Agreement, a copy of which will be filed with the Human Resources Division. The Job Share Partners' appointment and the Job Share Agreement is confirmed in writing to all parties by the Human Resources Division including:
 - trial period, if applicable;
 - terms and conditions of employment;
 - terms of the Job Share Arrangement including hours of work;
 - a proviso that the Job Share Arrangement/Agreement may be terminated, in writing, by either Job Share Partner or the Town.