

5.2 Job Sharing

Policy Statement

The Government of Nova Scotia, through the Public Service Commission, is committed to the concept of employee-initiated job-sharing arrangements, where operational requirements permit and provision of services is not adversely affected.

Conditions of Job Sharing

An employee wishing to job-share should first discuss the matter with his/her immediate supervisor. Job-sharing arrangements will be authorized only:

- where operational requirements permit
- where the provision of services is not adversely affected
- where there is no increase in costs to the employer other than for benefits detailed below and as provided in the collective agreement.

Eligibility

In order to qualify for job sharing:

- both employees must have completed their probationary period
- one must be the incumbent of the position to be job-shared
- both employees must be suitably qualified and capable of carrying out the full-time duties and responsibilities of the position to be job-shared.

Responsibility of the Employee

Job sharing will be initiated only when jointly requested by the participating employees.

An employee wishing to job-share should first discuss the matter with his/her manager. If it is determined that job sharing is a possibility, the employee must find another permanent employee who possesses the qualifications of the job to be shared and who is willing to enter into the job-sharing arrangement. This employee should also discuss the proposed arrangement with his/her manager as soon as possible.

The two employees will then submit a job-sharing application form to their respective managers.

Responsibility of the Host Department

On presentation of a job-sharing application form, the host department will interview the proposed incoming candidate to determine suitability.

If the candidate is found not to be suitable, the application may be denied. The departmental employee wishing to job-share will then be advised that a fresh application involving another candidate may be presented.

If the candidate is found to be suitable, the application and contract are to be submitted to the Corporate Services Division of the Public Service Commission.

Term of Job-Sharing Arrangement

Positions will be job-shared for a minimum of one year and a maximum period of two years. Any extension of this period must be mutually acceptable to both employees, the employer, and the union.

At the end of the job-sharing arrangement, the employees will resume the full-time positions they held prior to the job-sharing arrangement.

Hours of Work

Each employee will fulfil one-half of the full-time work schedule averaged over a maximum of two complete bi-weekly pay periods. A greater averaging period must have prior approval of both the employer and the union.

The employee's regular work day or work week will be the hours scheduled in the job-sharing agreement. The employee's rest day will be a day on which the employee is not scheduled to work.

Time worked by an employee outside of the scheduled hours of work will be compensated as overtime in accordance with the collective agreement, with the employee's bi-weekly rate being determined on the basis as if the employee was working the normal full-time hours associated with the job-shared position.

Benefits

VACATION

One-half of the normal entitlement.

HOLIDAYS

One-half of the normal entitlement, subject to the approved work schedule contained in the job-sharing contract.

GENERAL ILLNESS

One-half of the normal entitlement, to a maximum of nine days.

SHORT-TERM ILLNESS

One-half of the normal entitlement, to a maximum of 50 days at the appropriate full-time salary level.

LONG-TERM DISABILITY

During the job share, employer/employee contributions to the long-term disability fund continue to be based on salary then received. At the expiry date of the job share, coverage is based on normal salary received prior to the job share.

OTHER PAID LEAVES

One-half of the normal entitlement.

GROUP LIFE ASSURANCE

Cost sharing of premiums and benefits based on one-half normal full-time salary.

MONTHLY ALLOWANCES/PREMIUMS

One-half of the normal entitlements.

SUPERANNUATION

Employees continue to be covered by the *Public Service Superannuation Act*. Service credits are based on one-half month's service per calendar month, and pensionable earnings are based on gross salary received for period of pensionable service earned.

SERVICE DATE

One-half month's service for each month of the job-sharing arrangement. For the purposes of determining merit or vacation entitlement, same as if employee worked full time.

Termination of Job-Sharing Agreement

Job-sharing arrangements terminate upon completion of the agreed-upon term, with the following conditions:

- If either participant or the employer wishes to terminate the job sharing before the agreed-upon term, at least 60 calendar days written notice is required.
- If both employees wish to extend the job-sharing arrangement beyond the agreed-upon term or beyond two years, at least 60 calendar days written notice is required.

- If one of the participants vacates the job-sharing position (through termination of employment, appointment to another position, long-term disability), the arrangement is terminated, and the remaining participant reverts to full-time status, unless alternative arrangements can be made and are approved by employer and union.

Enquiries

General Enquiries, Public Service Commission (902) 424-7660

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