

# Job Sharing



## What is it?

Also referred to as Full-Time Equivalent (FTE), job sharing involves two employees working part-time schedules collectively to cover the workload of a standard full-time employee. In contrast to a single employee working a full-time schedule, in a job sharing arrangement, the schedule is divided between two employees, with each of them working half of the full-time hours.

Note: This should not be confused with job splitting, in which aspects of a role are split between two people depending on competencies and skills. Furthermore, job sharing is not the same as the Canadian government's work sharing program, which is a temporary program that allows employees to reduce at least 10% of their hours and pay for employers who are experiencing financial hardship.

## How it works

Employees opt to share job responsibilities with pay, benefits and vacation and other leave entitlements pro-rated accordingly. For example, an employee can work in the mornings, while another works in the afternoons, or an employee works 3 days a week and then 2 days a week the following week.

## Tips and Tricks

- Keep in frequent contact with your job-sharing partner to ensure a seamless transfer of duties.
- Uphold uniformity in how tasks are managed to prevent any misunderstandings and preserve the level of quality. Having standard operating procedures documented would help with ensuring a consistency in work delivery.

## How to Plan your Commute

- Collaborate with your job-sharing partner to minimize the frequency of commuting days.
- Whenever it's feasible, engage in remote work to completely eliminate the need for commuting.

