	<p style="text-align: center;">EMPLOYMENT CATEGORIES</p>	<p style="text-align: center;">Human Resource Manual</p>
	<p style="text-align: center;">Job Share Employees</p>	<p style="text-align: center;">Section 904</p>

JOB SHARE EMPLOYEES

PURPOSE


1. The Government supports the development of innovative work arrangements that are beneficial to both the employee and the Government.
2. The Government sets up a regular schedule of hours of work for employees in all occupational groups, based upon working requirements. The Government may agree to alter this regular schedule to allow two employees to share the hours of a full time position.
3. Job sharing allows the Government to have the advantage of the experience and skills of employees who want to work reduced time. It may reduce employee turnover and provide the Government with employees who have higher morale, enthusiasm and job satisfaction.
4. Job sharing allows employees flexibility in work schedules to fit their individual needs. Job sharing provides employees with a better balance between work and other activities. This will result in higher job satisfaction, productivity, and opportunities for mutual support, learning and encouragement on the job.

APPLICATION

5. These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association (NTA) Bargaining Unit.

DEFINITIONS

6. **Job Sharing** is a voluntary arrangement between the Employer and two employees, by which two employees agree to share the responsibilities and tasks of a full-time job in such a manner that each attends in the position for separate periods of time.
7. A **Job Share Employee** is an indeterminate Government employee who has entered into a voluntary agreement with the Government. Two employees share one full-time indeterminate job. There are two types of job share employees; job share employee extended and job share employee part-time.

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8. **A Job Share Employee Extended** is an indeterminate employee who has entered into a voluntary arrangement in which two employees share one full-time indeterminate job in such a manner that each attends in the position for separate extended periods of time of three months or more. Such employees shall be treated for the purpose of receipt of benefits as seasonal employees.

9. **A Job Share Employee Part-time** is an indeterminate employee who has entered into a voluntary arrangement in which two employees share a full-time indeterminate job in such a manner that each attends in the position in any form of rotation of up to two weeks on and two weeks off; such employees shall be treated for the purpose of receipt of benefits as part-time employees.

PROVISIONS – Non-Health Care Employees

10. Job sharing must involve no increase in cost to the Government and cannot result in a loss in productivity.

11. Job sharing is done on a rotational basis under which one employee covers the position at all times except when one or both employees are on approved leave.


12. The Government does not unilaterally change the established rotation. The rotation may be changed by mutual consent in order to cover the absence of one of the employees.

13. The provisions for part-time employees apply to each of the job share employees so that all benefits are pro-rated except medical transportation assistance, dental and other medical insurance plans. These benefits are not prorated and the employer will continue to pay the full employer's share.

14. A job share employee who wishes to resign must give at least one month of notice of the resignation.

15. The breaks between each period of job share service shall not interrupt the accumulation of continuous employment and continuous service with the Government of Nunavut (GN).


16. Two employees who wish to job share apply for job sharing by writing to their deputy head.

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17. The deputy head reviews the request and approves or denies it.
18. If the request is approved, a rotational schedule for the employees is made.
19. The job share arrangement can be terminated by the employees or the deputy head, at any time, with reasonable notice.
20. If only one of the employees wishes to terminate the job share arrangement, there will be a one-month period in which to find a replacement before the arrangement is terminated. During this period the Employer shall make reasonable efforts to fill the vacant rotation. The Employer will consider any suitable replacement employees suggested by the remaining employee. Failing this, the job share arrangement is deemed to be terminated and the shared position must revert to a full time indeterminate position, with the remaining employee having the option to assume that position full-time.

PROVISIONS – Health Care Employees

21. The breaks between each period of job share service shall not interrupt the accumulation of "continuous employment" and "continuous service" with the Government of Nunavut.
22. A job share employee extended is considered a seasonal employee for the receipt of benefits.
23. Instead of vacation leave, a job share employee extended, is entitled to vacation pay based on a percentage of earnings every pay period. The amount varies depending on the employees' length of service.
24. A job share employee part-time is considered a part-time employee for the receipt of benefits.
25. A job share employee part-time is entitled to earn vacation leave according to hours worked.
26. Job share employees may receive rotation assistance to return to the point of hire and back to the community of employment after each rotation. Transportation costs include meals and interim lodging en route. The cost for shipment of 500 pounds of luggage for the job share employee and each dependant are provided. The shipping costs are intended to cover effects such as furniture, household goods, equipment and the employee's


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personal effects. This luggage does not include automobiles, boats, motorcycles, snowmobiles, trailers, animals or foodstuffs.

27. A job share employee, who receives rotation assistance, is not entitled to initial and ultimate removal assistance. However, transportation costs including meals and interim lodging en route, plus cost for shipment of five hundred pounds (500 lbs.) of luggage for the employee and each dependant will be provided for each rotation.

For the purpose of this clause only, a rotation is considered to be the move to the place of employment and the move from the place of employment before and after each period of job share service.


28. A job share employee hired before September 1, 1995 who resigns is entitled to severance pay after completion of four years accumulated continuous service. One year of service is 1950 regular hours of active work, including authorized leave.
29. Job share employees are entitled to the Northern Allowance approved for the community in which they are employed. The amount is pro-rated to an hourly rate, up to a maximum of the normal weekly hours of work for their classification group.
30. Job share employees are entitled to the food purchasing benefit defined in the collective agreement. The benefit is pro-rated for each job share employee according to the period of job sharing.
31. Job share employees are entitled to the annual special allowance for nurses defined in the collective agreement. The benefit is pro-rated in accordance with the hours worked including authorized leave.
32. Job share employees are entitled to special clinical preparation as defined in the collective agreement.
33. Each job share employee extended has a rotation of from three to six months. The employees agree on the rotation. One job share employee extended covers the position at all times. The rotation must be scheduled to allow for adequate change over. The change over is for no greater than one week. The rotation is not imposed or changed by the Government.
34. Each job share employee part-time has a rotation posted.

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35. If a job share employee extended is unable to report for a rotation, for whatever reason, the other job share employee extended must cover for a maximum of one month. The Government finds a replacement for the remainder of the rotation. A job share employee extended who misses a second consecutive rotation is deemed to have ended participation in the job share agreement.
36. If one job share employee ends participation, there is one month to find a replacement before the job share arrangement is ended. During this period the Government makes reasonable efforts to fill the vacant rotation. The Employer considers any suitable replacement employee recommended by the remaining job share employee. Failing this, the job share arrangement is deemed to be ended. The share position must revert to a full time indeterminate position. The remaining job share employee has the option to assume the position full-time.
37. An employee who wishes to end participation must give one-month notice of resignation from the Government.
38. Two indeterminate Government employees of hospitals or health care facilities who wish to job share must apply in writing the Supervisor of the position.
39. The Supervisor recommends acceptance or rejection of the job share arrangement to the Deputy Head.
40. The Deputy Head decides whether the job share arrangement will be implemented. The decision is based on the operational requirements of all units.
41. The employees are notified in writing of the decision of the Deputy Head.

AUTHORITIES AND REFERENCES

42. Main Collective Agreement with NEU
Article 30, Severance Pay
Article 49, Job Sharing
Group 5, Health Care Workers
43. Excluded Employees' Handbook
Job Share Employees

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CONTACTS

44. For further information or clarification, please contact:

**Director Staffing
Department of Human Resources
Iqaluit, Nunavut
975-6223**

or

**Director Community Operations
Department of Human Resources
Cambridge Bay – 983-4060
Igloolik – 934-2024
Rankin Inlet – 645-2954**

or

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut
975-6211**

or

**Director, Compensation and Benefits
Department of Finance
Iqaluit, Nunavut
975-5811**