



UNLOCK THE BENEFITS OF JOB-SHARING IN YOUR BUSINESS

What is Job-Sharing?

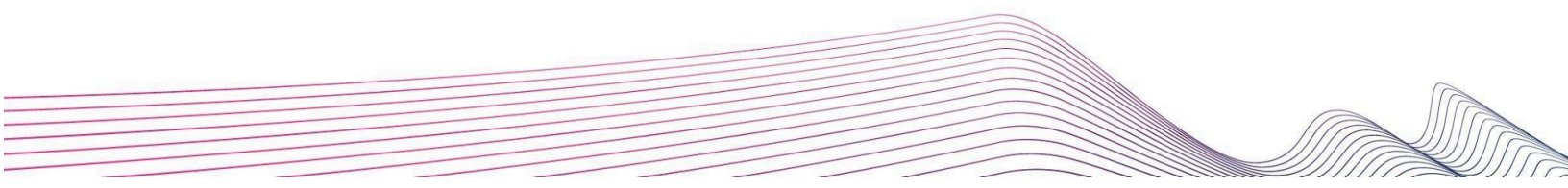
Job-sharing involves two employees sharing the responsibilities of a single full-time role. This flexible arrangement allows businesses to tap into the strengths of two individuals while promoting work-life balance.

- **How It Works:** Typically, two existing employees agree to split a job, though new hires or contractors can also fill these roles.
- **Work Split:** Common arrangements include 50/50, 60/40, or 80/20 divisions based on the needs of the business and employees.
- **Duration:** Job-sharing can last for months or years, depending on business requirements, though permanent arrangements aren't generally recommended as they may reduce flexibility.

Benefits of Job-Sharing

For Employers

- **Flexibility:** Job-sharing provides more adaptable scheduling, particularly useful for businesses with seasonal peaks or fluctuating workloads.
- **Employee Retention:** It helps retain valued employees by offering a better work-life balance, fostering loyalty and reducing turnover.
- **Reduced Absenteeism:** Job-sharing can decrease time-off requests, contributing to more consistent business operations.
- **Cost Savings:** With shared roles, businesses can avoid full-time salaries for part-time needs, making it a cost-effective staffing solution.
- **Untapped employee pool:** Allows employers to tap into a labour market pool that is often overlooked. This pool may include talented caregivers, people with disabilities or semi-retirees who are unable to work full-time hours but have invaluable skills to offer.





For Employees

- **Work-Life Balance:** Job-sharing allows employees to maintain their careers while addressing personal, family, or health concerns.
- **Health and Wellness:** Reducing hours can help alleviate stress and prevent burnout, leading to improved mental health.
- **Career Transition:** It's ideal for employees transitioning back into work after an injury, maternity leave, or approaching retirement.

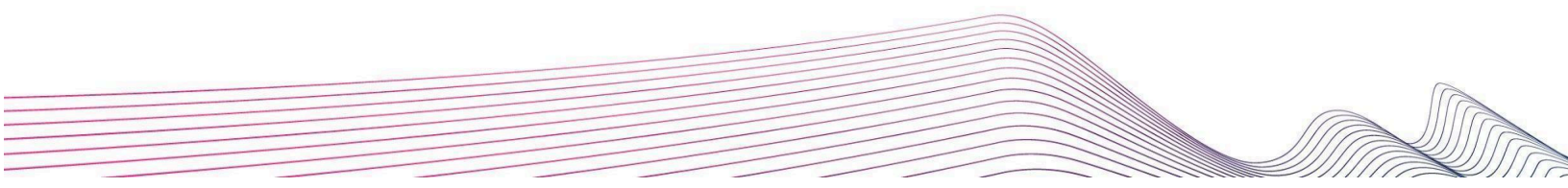
Impact on Productivity and Morale

- **Increased Productivity:** With a narrower scope of responsibilities, employees in job-sharing roles often excel at completing tasks with more attention to detail, leading to higher productivity.
- **Boost in Morale:** Sharing a job fosters a sense of collaboration, as both employees feel supported in their role, making the work environment more engaging and enjoyable.
- **Better Team Dynamics:** Job-sharing promotes teamwork and accountability as both partners must communicate effectively to ensure all tasks are completed efficiently.

How to Implement Job-Sharing

Steps for Businesses

1. **Define Job-Sharing:** Establish clear policies outlining what job-sharing entails, the roles eligible, and how tasks are divided.
2. **Create a Proposal Process:** Require employees interested in job-sharing to submit a formal request, including a division of duties, communication plans, and scheduling arrangements.
3. **Start with a Trial Period:** Consider starting with a 3-month trial to evaluate the success of the arrangement. Adjust as needed.
4. **Communication Plan:** Ensure job-sharers have a robust communication strategy in place (shared emails, task management tools, or weekly meetings) to keep the workflow seamless.





Common Challenges and Solutions

- **Finding the Right Fit:** Be cautious with temporary workers or contractors—interview thoroughly to ensure a good fit.
- **Scheduling Conflicts:** Ensure that both parties agree on a clear and workable schedule, preventing overlap or gaps in coverage.

Best Practices for Job-Sharing Success

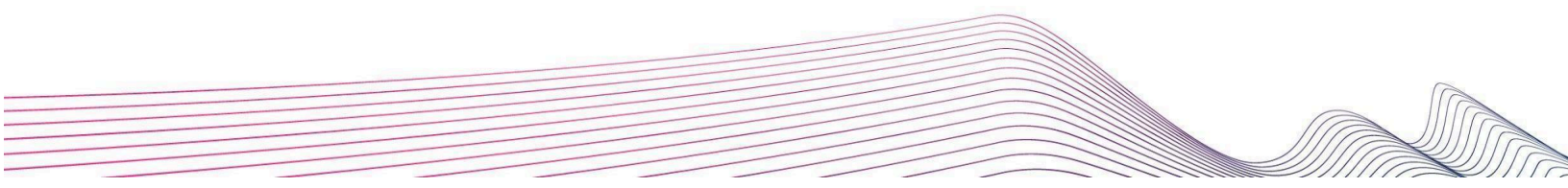
- **Consistent Communication:** Use shared tools like emails, notebooks, or to-do lists to maintain alignment between partners. Regular updates to managers ensure that everyone stays informed.
- **Formal Agreements:** Draft a formal job-sharing agreement that details responsibilities, communication methods, and performance expectations. Both employees and the employer should sign off on this.
- **Seamless Handover:** Establish a system for passing on tasks at the end of shifts or workweeks, such as creating a checklist or written handover notes.

Legal Considerations

- **Job-Sharing Agreement:** To avoid complications, ensure that both employees and the business sign a formal job-sharing agreement. This clarifies responsibilities and avoids the risk of misclassifying job-sharers as part-time workers.
- **Compliance:** Be sure to stay compliant with labor laws concerning overtime, benefits, and employee classifications. Always check local labor laws for specific regulations related to job-sharing.
- **Employee Benefits:** Make sure that job-sharers understand how the arrangement affects their benefits, such as healthcare, retirement plans, and paid leave.

Key Questions for Potential Job-Sharers

1. Can you afford a reduced salary?
2. Are you prepared to collaborate closely with your job-sharing partner?
3. Can you communicate effectively and make compromises in the role?
4. Are you clear on which tasks you'll handle and which you'll delegate?





BC Chamber of Commerce

Know what's on BC's mind.

Acknowledgements

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