

# ITHACA

## JOB SHARE PLAN

### INTRODUCTION

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**Purpose:** The purpose of this plan is to create a mutual understanding between two non-temporary employees and their supervisor regarding one position shared between the two employees. This Job Share Plan (“plan”) is to be used in conjunction with a Flexible Work Arrangement. This plan is to be completed by both employees affected so that one plan is submitted, representing the complete job share.

**Plan:** Under this plan, \_\_\_\_\_ and \_\_\_\_\_ (employees) have been approved for a Flexible Work Arrangement including a job share component. In order to utilize the job share component, both employees must agree to abide by agreed-upon standards including: communication, security, safety, availability and any other standards set forth by this plan, Ithaca College and the employees’ supervisor.

### STANDARDS AND CONSIDERATIONS

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Job share plans are only permissible when it is mutually beneficial for the College and the employees. All employees permitted to utilize job sharing are held to the same productivity standards as if the position shared were completed by one individual. Employees and supervisors must determine the process for acceptable communication, position responsibility division, standards, and how work will be completed.

Human Resources will need to review the below proposal before a job share is finalized to ensure whether or not a job share is actually appropriate. If so, Human Resources will evaluate the shared position’s classification and job description information.

**Work Space:** The employees will have a work space which may be separate or shared.

**Communication:** Employees are to determine the appropriate ways to communicate with each other as well as with their supervisor.

**Availability and Schedule:** Employees are to set a mutually-agreed upon schedule with their supervisor that allows for appropriate coverage in the shared position. It is the initial responsibility of the employees to resolve any scheduling conflicts, turning to the supervisor for final approval and schedule adjustments to ensure adequate coverage and work completion. It is encouraged that employees have some overlap in their schedule, if possible, to allow for communication on work progress. Employees sharing



a work station will need to consider the availability of computer resources when looking at an overlapping schedule.

**POSITION AND WORK AFFECTED**

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As noted in the Flexible Work Arrangement documents, the nature of work and/or the needs of Ithaca College may preclude a job sharing plan. Job sharing is appropriate only if the needs of the College and the needs of the employees are met. However, job sharing is not a right of employment and the College reserves the right to alter, amend or withdraw job sharing at any time with reasonable notice.

The employees and supervisor must complete the below sections outlining the division of work.

Position Shared: \_\_\_\_\_

Department/College: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Employees Involved:

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

Employees participating in a job share are responsible and accountable for completing tasks and responsibilities in the job description for the shared position. It is understood that different job share arrangements may require specific coordination of duties and should be considered carefully.

In the event that any duties are divided, identify the division of work by listing the responsibilities of the position and how they will be divided, per employee. Please attach an additional paper and reference the position’s job description for additional duties, or, attach the job description with a clear division of duties.

Employee: \_\_\_\_\_

Hours Worked per Week\*: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Employee: \_\_\_\_\_

Hours Worked per Week\*: \_\_\_\_\_

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Other position responsibilities and follow-through considerations (i.e. shared responsibilities, response to phone messages, response to email, meetings with supervisor and/or contacts):

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How will communication between employees be ensured? What is the appropriate means for communication (email, daily or weekly meetings, etc.)?

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How will communication to the supervisor be ensured? What is the appropriate means for communication (e-mail, daily or weekly meetings, etc.)?

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*\*See each employee's FWA Request Form for hours proposed to be worked by each employee, as appropriate.*

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## SIGNATURES

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This document, or any other written or oral information contrary to it, does not create or imply an employment contract, contractual rights or any entitlements between the employee and the College. The College reserves the right to amend this document at any time.

By signing below, the employees involved hereby agree to abide by all College policies, practices, etc. in the course of employment such that the work and process of work completion abides by the College's policies, practices, etc. Additionally, the employee agrees to comply with the provisions set forth in this plan.

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HR Consultation (please initial):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Return this signed plan with the Flexible Work Arrangement to the Office of Human Resources for the employees' files.*