

## Sample Job Sharing Checklist

### Section 1: Identify Employee Needs & Criteria

| S/N | Issues to Consider  | Comments |
|-----|---|----------|
| 1   | Reason(s) for request to do job sharing.  |          |
| 2   | Number of employees requesting this job share arrangement.  |          |
| 3   | Compressed Workweek arrangement being requested: <ul style="list-style-type: none"> <li><input type="checkbox"/> Split days (morning / afternoon)</li> <li><input type="checkbox"/> Split weeks (2.5 days each)</li> <li><input type="checkbox"/> Alternating split weeks (2 days on Weeks 1 &amp; 3 and 3 days on Weeks 2 &amp; 4)</li> <li><input type="checkbox"/> Alternate weeks (work one week with next week off)</li> <li><input type="checkbox"/> Others (please provide details)</li> </ul> |          |
| 4   | Requested duration, e.g. 3 months, 1 year, permanently, etc.  |          |
| 5   | <p>What are the eligibility criteria for job sharing?</p> <p>This may vary between organisations, e.g. only employees of the same job grade / job responsibilities may share an arrangement, length of service, performance ranking, job role, etc.</p>   |          |
| 6   | Do the employees fulfil the criteria?   |          |

### Section 2: Identify Business Needs

| S/N | Issues to Consider  | Comments |
|-----|---|----------|
| 1   | <p>Can the job be done effectively within the proposed schedule?</p> <p>Consider job scope and responsibilities – these may need to be re-designed or re-allocated. The revised job scope for each affected employee should be clearly communicated to avoid any future misunderstanding.</p> |          |
| 2   | Are the employees requesting this job share arrangement of the same job grade?  |          |
| 3   | Do the employees requesting the job share arrangement have the same job responsibilities?   |          |

| S/N | Issues to Consider  | Comments |
|-----|---|----------|
| 4   | Is there a need to restructure the job position and draft new job descriptions for this arrangement?  |          |
| 5   | How will the job duties and responsibilities be divided or shared?  |          |
| 6   | What is the extent of overlap in terms of job duties and responsibilities?  |          |
| 7   | What issues would the proposed extent of job overlap / division present if one party takes leave or requires emergency time-off?  |          |
| 8   | Can these issues be resolved?   |          |
| 9   | How will the employees on this job sharing arrangement communicate with each other to ensure smooth transition from one employee to the other, where necessary?   |          |
| 10  | Do the employees demonstrate the necessary skills, ability and experience to do the job under the proposed schedule?<br><br>Refer to employees' performance appraisal records.  |          |
| 11  | What issues would the proposed schedule present to external and/or internal customers, co-workers, managers, etc.<br><br>Consider the job responsibilities and impact on other parties. Job responsibilities should not be passed down to another co-worker outside this job share arrangement unless there is agreed re-definition of job scopes which will then have to be clearly defined. |          |
| 12  | Can these issues be resolved?   |          |
| 13  | What criteria will be used to monitor performance and results?<br><br>Managers should have clear standards and evaluate all employees based on similar standards. These standards should be clearly communicated before the job sharing arrangement begins to avoid future misunderstanding.  |          |
| 14  | What review process will be used to evaluate the arrangement?   |          |

### Section 3: Administration and logistics

| S/N | Issues to Consider                                    | Comments |
|-----|---|----------|
| 1   | Has the impact on salary and benefits been clarified? |          |

| S/N | Issues to Consider  | Comments |
|-----|---|----------|
|     | <p>Employees on a job sharing arrangement will have fewer work hours and/or changes in job scope due to the change in work schedule. Salary should be commensurate with any change in job responsibilities and requirements.</p> <p>To avoid misunderstanding over benefits, the management should clarify issues related to specific day(s) of work, e.g. public holidays. In most practices, specific benefits are often only related to days of work, i.e. if a public holiday falls on a day the employee does not work, he or she is not awarded a day off. Likewise, if it falls on a day of work, he or she is entitled to the public holiday.</p> |          |
| 2   | Will the employees on the job sharing arrangement be held jointly responsible for the office space and all equipment being shared?  |          |
| 3   | Has a manager/supervisor been assigned to oversee the employees on the job sharing arrangement?   |          |
| 4   | Have issues regarding communication, e.g. participation in department meetings, communication with co-workers, etc. been identified?  |          |
| 5   | Can these issues be resolved?   |          |
| 6   | Has a cost-benefit analysis been conducted? What is the outcome of the analysis?  |          |
| 7   | What immediate or long-range savings might result from the proposed schedule?   |          |