

Issues to consider when applying for a Job Sharing arrangement

1. Scope / nature of work
 - a. Job tasks and responsibilities clearly divisible between the job share partners
 - b. Areas of overlap of job tasks and responsibilities
 - c. Cross coverage of duties, where required
 - d. Accountability and reporting structure
 - e. Dependency on other co-workers, managers, internal / external customers, etc. to get the job done
 - f. Access to confidential or sensitive information
 - g. Accessibility when off-work
2. Work schedule
 - a. Division of hours / days / weeks
 - b. Regular or predictable peak periods
 - c. Equity of workload and hours
3. Communication between job sharing partners
 - a. Need for, and frequency of, overlapping periods
 - b. Ability to ensure seamless transition and/or follow-up
4. Interaction with other co-workers, managers, internal / external customers, etc.
 - a. Need for communication with other co-workers, managers, internal / external customers, etc.
 - b. Participation in team meetings and activities
5. Salary and benefits
 - a. Equity of compensation for workload and hours
 - b. Equity of benefits entitlement