# Job Share Plan and Agreement Form

This document is intended to ensure that both the manager(s) and employees have a clear, shared understanding of the employees’ job share arrangement. Each job share arrangement is unique and the form can be adapted to department needs as necessary.

This job share agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

## Job Share Employee Information

|  |  |  |
| --- | --- | --- |
|  | First participating employee | Second participating employee |
| Employee Name: |  |  |
| Job Title: |  |  |
| Department: |  |  |
| Manager: |  |  |
| Trial period dates: | — | — |
| Job share arrangement  effective dates: | — | — |

## Work Schedule

|  |  |  |
| --- | --- | --- |
|  | First participating employee | Second participating employee |
| Employee Name: |  |  |
| *Day of week* | *Work hours* | *Work hours* |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

## Job Share Plan

In the space below, provide a description of employee expectations for each job share agreement component. Review the job share considerations and guide to complete.

|  |  |
| --- | --- |
| **Job share agreement component** | **Plan** |
| Attributes of participating employees (work styles, work ethic, and subject matter expertise) |  |
| Communication and information sharing |  |
| Continuous evaluation and improvement |  |
| Dividing up work |  |

## Job Share Modification

Job share agreements should be reviewed and renewed annually. Ad-hoc modifications to the agreement should be discussed between the employees and manager and documented as necessary (e.g., if job share employees are switching work days, they should obtain manager approval). Long-term or substantive modifications should be documented by revising this agreement.

## Policies and Procedure Acknowledgement

I understand this job share arrangement does not change underlying conditions of my employment with the University and may be ended by myself, my job share partner, or the department.

|  |  |
| --- | --- |
| Employee signature: | Date: |
| Employee signature: | Date: |
| Manager signature: | Date: |