



a place of mind

**Proposal for Shared Regular Appointment
BCGEU Support Staff
(Reference Article 16.4)**

#1 - Position to be shared: *(Please attach current job description.)*

Employee Name	<i>(print)</i>	<i>(signature)</i>	Date:
Position Title			
Classification			
Department			
Direct Supervisor			

#2 - Potential Partner: *(Please attach a current resume.)*

Employee Name	<i>(print)</i>	<i>(signature)</i>	Date:
Position Title			
Classification			
Department			
Request for Leave from current position <input type="checkbox"/> Resignation from current position <input type="checkbox"/> <i>(Signature of supervisor's approval required below)</i>			
Direct Supervisor	<i>(print)</i>	<i>(signature)</i>	Date:

Effective Date of Job Share: _____

Duration of Job Share: _____
(Minimum of one year)

Proposal:

*(Please describe **how the job share will work** including possible challenges with possible resolutions and the benefits to the Department.)*

Schedule/workload distribution:

FTE distribution (e.g. 50-50, must be at least a minimum of 80-20).

Annual distribution (e.g. days per week vs. weeks per month or months per year).

Other related information.

Training/orientation proposal:

How will the training/orientation work for the potential partner? Is there a training/orientation plan for the department they are leaving (if applicable)?

Knowledge transfer(e.g. project management, workflow continuity, etc):

How will you share the work and let each other know where things have been left off? How will you solve problems? Etc.

Flexibility during vacation leave or extended sick leave of job share partner:

Are you willing to cover for each other during leaves? Are you flexible to change your schedule if required?

(If not completing electronically, please attach additional pages as required.)

Approved **Denied**

A letter informing the applicants of the decision to approve or deny this request will be prepared by Human Resources within 20 working days of submission. If approved, a letter outlining the specific terms of the job share will follow.

Supervisor	<i>(print)</i>	<i>(signature)</i>	Date:
Director, Human Resources	<i>(print)</i>	<i>(signature)</i>	Date: