

SAMPLE FORM

JOB SHARING REQUEST

I. *(Employees complete this section.)*

Department: _____ Division: _____ Date: _____
Name: _____ Name: _____
Class Title: _____ Class Title: _____

Position #: _____ Exempt: ___ Non-Exempt: ___ Position #: _____ Exempt: ___ Non-Exempt: ___

Describe your proposed work schedules:

Start/Stop Times	Start/Stop Times
Sunday _____	Sunday _____
Monday _____	Monday _____
Tuesday _____	Tuesday _____
Wednesday _____	Wednesday _____
Thursday _____	Thursday _____
Friday _____	Friday _____
Saturday _____	Saturday _____

Total Weekly Hours: _____

Total Weekly Hours: _____

How will the duties be divided or shared? Attach a listing of the duties and responsibilities (e.g., PDQ) for the two positions.

How will your proposed job sharing sustain or enhance your performance and that of the work unit?

What potential barriers could your arrangement raise with:

(1) External customers: _____

(2) Internal customers: _____

(3) Co-workers: _____

(d) Your manager: _____

How do you suggest overcoming any challenges with these groups?

(If applicable): Describe any additional work-related equipment/expense that your arrangement might require. Detail any short- or long-term cost savings that might result from your job share.

What communication methods do you propose for you and your partner and you and your supervisor? _____

What is your plan for covering absences?

What do you propose to do if you need to replace a partner?

What review process with your manager do you propose for constructive monitoring and improvement of your job share? Are there measurable outcomes to use in the review process?

II. (Manager completes this section.)

Request for job sharing is ___ Approved OR ___ Declined. If declined, please describe why: _____

Date: _____ Manager's, or designee, signature _____

Date: _____ Employee's signature _____

Effective Date of job share: Beginning _____

(If option is time limited or terminated): Ending _____

Manager: Please send copies of this form and any attachments to the human resources office for the official personnel file.