



Job Sharing:

Basic Considerations for Managers and Employees

Author: Sand Creek Group, LTD.

Date/Source: Winter 2006 Personnel Peeks (Reviewed October 2009)

Archived newsletters of the Personnel Peeks publication can be found on the MCHRMA site.

Whether you are a manager or an employee, it's helpful to think about three basic considerations of job sharing before implementing such an arrangement. Do you have the: 1) right people, 2) skills, and 3) space and flexibility?

1. Characteristics of Successful Job Sharers

The experience reported by employers of job sharing teams suggests that job sharers must be good communicators, be willing to consult and cooperate as members of a team rather than as competitors, be flexible and have a strong commitment to the job and to making the job sharing arrangement work. They must have complementary skills, knowledge abilities and compatible work styles.

2. Communication

For job sharing to be truly successful, everyone with whom the job sharers have contact must be able to assume that any information given to one team member will reach the other. In other words, supervisors, co-workers, and clients expect to communicate with both job sharers via the person on duty at the time. The job sharers must have a workable communication system which serves the purpose without detracting from their ability to get the work done.

3. Shared Space and Equipment

In some agencies, the availability of space and equipment will be tight. Job sharers who use the same desk, telephone, computer, etc., will need to agree on the basics so they do not lose time searching for or rearranging items. Companies may choose to permit job sharing employees to telecommute to allow employees to fulfill their job responsibilities when space at their facility is limited.

Interested in job sharing arrangements?

Go to the US Office of Personnel Management's Web site: www.opm.gov, Keyword: job sharing
(Note: This is the HR agency for the Federal government)

Here you'll find more information on job sharing as well as sample work agreements.

Source: US Office of Personnel Management, Reviewed 2000

The viewpoints expressed in this publication do not necessarily represent the views or policies of MCHRMA or MCIT. Information contained in this publication is for general information purposes only and does not constitute legal or coverage advice. Duplicating this resource without the written consent from MCHRMA and/or the author is in violation of federal law.