



Subject	SHARED REGULAR APPOINTMENTS (formerly titled "7.15 Job Sharing")
Procedure Section	7 Workload and Work Schedule
No.	7.01
Exempt Employment Policy References	
Collective Agreement References	Support Article 16 (Appointments, Clause 16.4 Shared Regular Appointment)
Forms & Other Reference Material	
Status of Approval	Approved 22-Apr-2013 Chris Rawson

PREAMBLE:

The term "a shared regular appointment" is in the collective agreement between OC and the BCGEU Support Staff. It refers to the situation where the duties normally associated with one full-time position and one employee on a regular appointment are voluntarily shared between two employees on regular appointment(s). The specific arrangements for sharing the duties may vary from one situation to another, and may include sharing the normal full-time annual workload for part of the year on a full-time basis, or for the entire year on a fractional basis. A shared regular appointment is often referred to simply as "job sharing".

PROCEDURE:

1. A Dean/Director in receipt of a request from an employee(s) in the BCGEU Support Staff bargaining unit for a shared regular appointment will consult with the Human Resources Department with regard to the details of the proposed arrangement and the relevant collective agreement.
2. Approval of a shared regular appointment rests with the OC President.
3. A request for a shared regular appointment will normally be approved by the President, provided the employees making the application, the department(s) involved and the designated supervisor agree that services to students and to OC will not be adversely affected under the proposed arrangement.
4. Letters of approval will be prepared by the Human Resources Department for the President's signature.
5. If an application for a shared regular appointment is not approved by the President, the Human Resources Department will prepare a letter to the applicants for the signature of the President providing reasons for non-approval.
6. A decision to deny an application for a shared regular appointment is not grievable, as per the Collective Agreement.
7. If a shared regular appointment is approved by the President, and if, one of the current incumbents leaves the shared regular appointment, the remaining incumbent is required to assume the full-time position, unless a further shared regular appointment is requested and approved.