

## Proposal Guide

- Identify JobShare partners and the position to be shared.
- Provide detailed information on qualifications and experiences of JobShare partners for the position.
- Describe how the job duties and responsibilities will be shared and how the workload priorities will be determined
- Describe how vacations, absences, sick days may be covered
- Describe the details of communication among JobShare partners, clients, colleagues, and managers, and how to ensure consistency in communication lines
- Describe coverage and attendance of meetings and professional education
- Describe distribution of work week hours (split week, split days, alternating days...)
- Describe consequences if one job share partner leaves the position.
- Discuss in detail how individuals will be treated in terms of:
  - Pay or Salary
  - Performance reviews
  - Performance related pay
  - Health benefits
  - Insurance benefits
  - Pension and or Tenure benefits (when applicable)
  - Personal leave
  - Holiday leave
  - Maternity leave (when applicable)
- The contract for employment should be held by both partners and is conditional upon the employment offer being accepted by both JobShare partners.