

**APPLICATION**  
**Job Sharing Arrangement**

**1. Application**

Employee #1

Last Name	First Name	Initial
Department	Division	Section
Classification/Working Title	Position Number	
Employee Number	Phone # (work)	

Employee #2

Last Name	First Name	Initial
Department	Division	Section
Classification/Working Title	Position Number	
Employee Number	Phone # (work)	

**2. Job Sharing Arrangement**

During the period of this agreement, which is (mm / dd / yy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to (mm / dd / yy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

the job sharing will be as follows:

- a) \_\_\_\_\_ Two full-time employees are sharing one of their positions on a 50/50 basis
- or
- b) \_\_\_\_\_ Employee # 1 (ie. the full-time employee) decreases from 100% to \_\_\_\_\_ percent and Employee # 2 (ie. the part-time employee) increases from \_\_\_\_\_ percent to \_\_\_\_\_ percent.

**3. Superannuation**

Pursuant to section 7(2)b of the Civil Service Superannuation Act R.S.P.E.I. 1988, Cap C-9, a full-time employee participating in this program may opt to have the amount of contributions calculated by reference to the salary the employee would have received if the employee were not participating in this program.

An employee considering joining this program should be aware of the two (2) pension options available.

Option 1: Pay pension contribution on the full salary applicable to the employee over the twelve (12) month period.

Option 2: Pay pension contributions on actual salary received for the twelve (12) month period.

Implications: In Option 1, the employee will have 12 months of pension credit at the end of the 12 month period.  
In Option 2, the employee will only have a pension credit equal to the percentage of salary received as compared to the gross salary (e.g. if receiving 75% of gross salary the pension credit is 9 months [12 mos \* 75%])

Employee # 1 I hereby select Option # \_\_\_\_\_ regarding superannuation benefits.

\_\_\_\_\_  
Employee's signature

Employee # 2 I hereby select Option # \_\_\_\_\_ regarding superannuation benefits. (Only applicable if employee is full-time prior to start of job sharing).

\_\_\_\_\_  
Employee's signature

**4. General Provisions:**

a. Salary deductions for :

- Applicable employee contributions for Canada Pension, Employment Insurance, Union Dues and Group Life and LTD Insurance shall be deducted from my reduced salary. Group Life and LTD insurance coverage shall be based on my reduced salary.
- Superannuation contributions are to be deducted in accordance with option selected in Section 3.

b. During the contract period, vacation and sick leave will be earned and expended on a pro rata basis.

c. Withdrawal from the program or any revisions desired will be requested in writing to the Employing Authority.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee # 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee # 2

**I hereby agree to this application.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor / Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director