

## **SAMPLE: Secondments, Acting Positions And Job Sharing Policies**

From Southern Ontario Library Services (SOLS) *Internal Policies & Procedures Manual*

### **Acting Positions**

SOLS may appoint one staff member to assume the duties of another during an absence. If the appoint is of significant duration, it will be accompanied by a salary adjustment if the acting position is in a range higher than the employee's normal rate of pay.

As a member of the bargaining unit appointed to a higher non-unionized position, you continue to be covered by the provisions of the collective agreement.

### **Secondments**

SOLS supports secondments as means of providing career development and organizational enrichment. Secondments include temporary or acting appointments as discussed, secondment of a SOLS staff to another organization and the placement of an external employee within SOLS for a limited period. After completion of the secondment, the staff member has the right to return to the former position.

### **Job Sharing**

SOLS encourages job sharing to support staff in developing a satisfactory working arrangement that balances professional and personal responsibilities.

***Guidelines***

- Where feasible for job content, staff may propose a job sharing arrangement. If the proposal is acceptable to SOLS, the other half of the job is posted.
- An agreement between each staff member and SOLS describes the job sharing arrangement.
- Seniority applies to the staff member, not to the position.
- All benefit provisions, including vacation, holidays and sick leave are pro-rated for anyone who shares a job.
- If one of the participants leaves a job sharing arrangement, the remaining staff member is offered the full-time position or the position may be declared vacant.

***Approval***

The Director of Operations may approve job sharing arrangements only after approval by the supervisor and division director. If a position is covered by the collective agreement, consultation with the bargaining unit occurs before any position is changed to part time as a result of a staff member leaving job sharing.