**Job Share Agreement Template**

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| **Agreement Subject**  | **Details**  | **Job Sharers Input**  |
| Working arrangement | A focus here on who will be expected to work which days | e.g. One partner working Monday to Wednesday and other partner working Thursday to Friday - the Wednesday to be swapped every week. Or both partners working the Wednesday as a handover day. |
| Communication  | How the job share partners communicate with their team and others | e.g. The partners should ensure that all emails go to and are sent from both partners. Ideally the job share partners should have a single shared email account or be CC’d into all emails. Email signatures should say that the role is a job share with both names and contact details of the partners shown. The signature should also show the working days of each partner. |
| Regular handovers | Method and approach for conducting handovers of information between job share partners. (i.e. handovers on Wednesday and Friday nights or a cross over day when face to face meeting is conducted, method of recording information for handover) | e.g. Wednesday as handover day when both partners are paid to work that day. Or handover to be on the phone on Wednesday / Friday night. Handover notes should be made using a google docs type document with extra explanation via voice notes. The information discussed and agreed in the handover should be noted to ensure clear understanding has been reached to avoid any future confusion. |
| Direct reports | How line management of direct reports will be conducted | e.g. structure where both managers are required to input into the reports of their direct report, however one acts as lead on the HR information system |
| Annual leave or sick day cover | What happens when a Job Share Partner is not available to work agreed hours | Will the job share partner be contracted to cover sick days or holidays? Or will the job share partner who is still in work not be expected to increase days to cover absences, but provide sufficient cover within their allocated working hours |
| Performance management | how performance will be monitored and assessed. How underperformance will be addressed.  | Schedule regular feedback sessions e.g. In line with existing performance management policy, the agreement should refer to the policy |

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