

Job Sharing Proposal

Proposal Overview

Job Title

Department

Current Supervisor

Employees Involved

Employee 1 Name

Employee 2 Name

Employee 1 Email

Employee 2 Email

Proposed Work Arrangement

Requested Start Date

Work Schedule & Hours

Division of Duties & Responsibilities

Communication & Collaboration Plan

Methods of Communication

Hand-off Procedures

Expected Benefits

Potential Challenges & Solutions

Supervisor/Management Comments