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## Job Share Position Sample Proposal

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August 15

Victoria Inoye  
Human Resources Director  
MarkX Corporation

Dear Ms. Inoye:

As you know, I manage thirty-two employees here in our software testing division. As you also know, we have been experiencing rapid turnover among the testing staff. I propose that we create two job-sharing positions in order to retain four members of our experienced staff, increase productivity, and increase employee job satisfaction.

Please find in the following pages my explanation of why this should be done as well as a discussion of how it can effectively be done at a cost savings to the company.

Sincerely,

Steven Kurkowski  
Testing Manager

MarkX Corporation  
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Redmond, WA 98052

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# Proposal

## Reduce Employee Turnover with Job Share Positions

August 15

Prepared for: Victoria Inoye  
Human Resources Director

Prepared by: Steven Kurkowski  
Testing Manager



## Description

MarkX has been experiencing rapid turnover among the testing staff. I propose that we create two job-sharing positions in order to retain four members of our experienced staff, increase productivity, and increase employee job satisfaction.





# Executive Summary

## The Objective...

MarkX Corporation wants to retain its experienced workforce.

- Job options for older workers who are contemplating retirement.
- Job options for young parents who are contemplating leaving work to stay home with young children.

## The Opportunity...

Of all departments within MarkX, the Software Testing Division has the highest turnover among employees. Based on interviews with exiting employees, I believe this turnover is due to two factors:

- Mothers leave work to stay home with their small children. Currently, twelve of our thirty-two testers are women with small children at home. The difficulty of finding quality affordable full-time daycare causes many of them to quit to stay home with their children.
- Older workers no longer want to work forty hours a week. Seven of our most experienced testers are over the age of 50.

## The Solution...

MarkX should create more half-time jobs. As the Software Testing Division is currently experiencing the biggest retention problem and the tasks involved in software testing can be easily divided and tracked, I propose that we create two job-share situations to retain four of our experienced, most productive workers who are currently considering leaving our employ.

- Create a job-share position by pairing Stephanie Glass and Amy Marcos. Stephanie has a toddler in daycare and Amy has a son in afternoon kindergarten. Both of these young women do stellar work when they are here, but both tend to miss a lot of work due to babysitting glitches; and sometimes they even end up bringing a child to work with them. Both have discussed with me the need for a more flexible work arrangement, even if it means cutting their hours in half.
- Split another testing job between Jeannie Speart and Joseph Newark. Both of these employees are above the age of 55, and would like to work fewer hours per week. Both have expressed a desire to continue to work, but not full-time. Both are likely to quit if no options are offered. It would be a big loss for Software Testing if both of these employees leave, as they are currently ranked #2 and 3# in the division in terms of productivity and reliability.





# S A M P L E

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