

DCL ANGLAIS






Diplôme de Compétence en Langue

Session du samedi 9 juin 2012



Dossier documentaire

Support de la phase 1

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Job-sharing Information sheet for employees

This is a brief outline only. For detailed information and procedures, please consult your manager.

Who can join a job-share scheme?

- The scheme is open to all employees (male or female) with at least two years' service.
- Candidates must discuss their project with their manager before talking to Human Resources.

How does the job-share scheme work?

- Two people share one full-time job and divide the responsibilities of the role between them.
- The two people are normally on the same salary scale.
- Generally, participants work 50:50 or 60:40 (two and a half days a week or three days and two days) but other options may be possible.
- Benefits such as holidays and pension etc. are in the same proportions.
- Special arrangements apply to management cars, mobile phones, computers etc.

How do I find a job-share partner?

- The Human Resources Dept. has a list of employees interested in job-sharing.
- You may already work with or know a colleague who might be interested.

What happens if one of us leaves the company?

- It depends on your job but you may have to work full-time until a new partner can be found.

What happens at holiday-times or if one of the partners is ill?

- You cannot take your holidays at the same time.
- Depending on your job, you may be asked to replace the absent partner if they are ill.

Document 2 :

Job-sharing*: another Anglo-Saxon invasion!

***Job-sharing**: a new way to reconcile your personal life and your career. Until recently job-sharing was little known in France but some companies (mainly American or British) have been promoting this concept in order to retain key staff, often women with families.



Géraldine is 37 and lives in Grenoble with her husband and four children: she is the Sales Manager of ComputerCo, an American computer manufacturer.

Vanessa is 32 and lives in Grenoble with her two children; she is the Sales Manager of ComputerCo, an American computer manufacturer.

This is not a mistake!

These two managers have been sharing the same job for the last three years.

Géraldine works Mondays, Tuesdays and Wednesdays; Vanessa, Wednesdays, Thursdays and Fridays. Each one works 60% of the week. During their free-time, Géraldine is able to look after her children and Vanessa can indulge her passion for sculpture. The company feels it's worth paying 20% more to get such good managers.


When the post was first advertised, both women were suitably qualified and experienced, having already worked for three years in the Human Resources department.

Géraldine says: "I would never have applied for the post without the possibility of a job-share with someone I know and respect. I want to spend

time with my children and have a career too. I've known Vanessa for years; we get on well together and have a good understanding of each other's way of working. Vanessa can always contact me if there's a problem – and vice versa. You could say that two heads are better than one!"

Vanessa: "We both speak English well and have worked together before. You need to have confidence in your partner! When I was on maternity leave, Géraldine worked full-time; this was a real advantage for the company."

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 Document 3 :

Job-share Monthly

How to Find the *Ideal* Job-Share Partner

By John Hoover

Whether you're a new parent needing to work less to look after a young family or nearing retirement and looking to reduce the number of hours you work each week, here are four ways to find your ideal job-share partner! Be patient: it often takes a long time to find the ideal person - rather like a marriage!

- 1. Your colleagues:** A compatible colleague or perhaps a temporary worker who replaced you during a holiday or maternity leave are both possibilities. Some companies like Lloyds-TSB bank maintain a register on their intranet of personnel seeking job-shares, rather like a dating agency!
- 2. Networks:** Use your contacts, your professional association, your LinkedIn, Twitter, Facebook or other social media networks, colleagues from previous jobs, people in your keep-fit class... all of whom can be a direct or indirect source of referral.
- 3. Employment agencies:** Try agencies that specialize in your field. Emphasizing the reduced hours involved in the job-sharing arrangement will probably be a draw for many job candidates. In some cities, there are agencies that specialise in flexible-staffing which might be able to link you up with a suitable partner.
- 4. Advertisements:** Classified ads, either online (Craigslist...) or offline (your regional business newspaper...) may bring results if other avenues aren't fruitful.

You will need time and to be persistent, but hard work on your part should result in finding several possible job-share partners. Your next step is to choose a compatible, cooperative co-worker who is a good communicator and who has similar or complementary job skills.

Then talk to your boss...

She/he will want to know that you've put together a viable long-term proposal...

Document 4 :

Job-sharing?

A guide to success!

Successful job-shares don't just happen – they are the result of significant thought, planning, and commitment. Those who successfully job-share love it, as do the companies they work for. Job-share teams are highly engaged, highly productive and highly loyal to the company.

1. As a team, you must have “one voice”. Make sure you both use “we” and sign e-mails from both of you. In discussions or e-mails, use “we”, not “I”.
2. Take time to get to know each other extremely well - understand each other's personal and career motivations. Job-share partners don't need to have similar personalities, but need to have similar values and strong mutual respect.
3. For your job-share to be effective, you must make decisions smoothly and swiftly. What decisions need to be made together? What decisions should be made by whoever's “on”?
4. Each partner works the same number of days, is paid the same and has the same benefits.
5. You'll need a method for communications and updating each other. For others to treat you as one, there needs to be complete confidence that anything discussed with one has been accurately conveyed to the other
6. The most visible part of your job-share is how you communicate with others. The objective is for everyone to feel that communicating with one partner is the same as communicating with both of you.
7. Relationships with colleagues: they need to feel appropriately included.
8. When managing staff, it is important to be unified in your approach and actions.
9. Successful job-share teams are doing something that could benefit thousands of employees, companies and the community.
10. Remember: job-sharing is open to both men and women!

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Document 5 :

Retirement Magazine



How job-sharing helped me play more golf!

By John Romney

I was 62 years old and had just three years to go until retirement at 65. I loved my job – I was manager of a large bank in Cambridge but I was also envious of my

friends who had either taken early retirement or who had already finished work. Like them, I wanted to be able to play golf not only at weekends and I wanted to spend more time with my wife and my grandchildren....

A quarter of my staff were already in a job-share programme and for most of them, it was a great success. None of my manager colleagues however had taken such a radical step. I spoke to HR at Head Office but initially they were dubious. After all, I was in charge of 70 employees as well as dealing with many thousands of customers, both private and business; I was well-known in the local community, having been the manager for over 15 years. Perhaps it's a bit sexist but all the job-sharers (in my branch at least) were female!

I persevered though because I could see the advantages for me and also for the bank, since a job-share scheme would give my potential successor time to come to grips with the customers and staff and be ready to replace me.

I talked to some of the job-sharers in the branch to discuss the benefits and pitfalls and it seemed that for most people it really was a win-win situation. I took my time to reflect and then presented my case to HR – having already discovered that my deputy - who was also thinking about her future and whether she should apply for a job in another branch – was very keen on the idea.

Our plan was to work two and a half days a week each but HR (rightly as it turned out) insisted that we should each do three days (and be paid 60% of our salaries) with both of us in on Wednesdays. We signed up to the agreement and the next three years just flew by! I got to play more golf and my colleague was prepared to take over from me....

Since then, I've spoken several times at conferences about our arrangements and an increasing number of male managers are taking the easy path to retirement. I was very proud to be the first male manager in my bank to take this step!