STAFF SHARING AGREEMENT FOR SERVICE PROVIDERS

1. **Service Providers**

and   
(Service Provider) (Service Provider)

enter into an agreement to share manpower resources as an emergency and short-term measure.

1. **Nature of Staff Sharing Agreement**

The agreement will support the ability for the staff employed by one Service Provider named above to work as if they were an employee of the other Service Provider named above with agreed-upon terms.

1. **Obligations of the Originating Employer (Service Provider employee is from)**

The Service Provider who originally hired the employee and is now providing that employee to the other Service Provider, will continue to pay the employee as per the employee’s employment pay rate. The originating Service Provider will continue to cover the employee’s benefits, insurance, and any Workers Compensation Board claims that may be submitted for the duration of the staff sharing agreement.

The originating employer reserves the right to place a minimum of two employees per client per shift, regardless of previously determined ratios. This will maintain current policies preventing staff from working alone with clients, while ensuring the health and safety of all staff and clients.

It will be assumed for the terms of this sharing agreement that the original employer Service Provider completed all employee checks.

The original Service Provider employer will ensure the employee’s willingness to work for another Service Provider and the availability of the employee. While the employee will have the choice to work for the other Service Provider, it is expected that the employee will maintain professional standards and reliability with the shared goal of providing high quality supports that are safe, including being a supportive co-worker to the staff of the other Service Provider.

The original Service Provider will, in conjunction with the employee, provide all relevant information about the employee’s training, professional designations, and capability.

1. **Obligations of the Service Provider Receiving the Employee in a Temporary Role**

The Service Provider receiving the temporary employee will ensure a direct supervisor is appropriately assigned and that training and guidance is provided in order to carry out the role safely, for the employee, the individual being supported, and for co-workers.

The receiving Service Provider will ensure the Supervisor is aware that the employee is making a personal choice to provide their expertise and time to the Service Provider.

1. **Key Contacts**

A document will be created by one of the two Service Providers to describe the role, duties, responsibilities, timeframes (length of agreement and hours to be worked) and name of the employee temporarily working for the other Service Provider. The document will be signed by both Service Providers and the employee.

Key contacts designated for each Service Provider will commit to addressing any conflicts or challenges that arise as soon as possible. Either Service Provider can end the agreement with written notification to the other.

**Agency #1:** **(Name of Organization)**

Key Contact: (Name) (Email)

Key Contact: (Phone)

(Executive Director / CEO Signature) (Date)

**Agency #2:** **(Name of Organization)**

Key Contact: (Name) (Email)

Key Contact: (Phone)

(Executive Director / CEO Signature) (Date)