

## **ADVISORY NOTE**

# **JOB SHARING**

### **INTRODUCTION**

The Council recognises the principle of job sharing for all employees including Single Status Employee, Chief Officers, Craft and Teaching and for all jobs whether full or part-time, permanent or fixed term.

### **DEFINITION**

Job sharing is a formal arrangement whereby two or more employees share all the duties of a job. The pay and conditions of service which apply to the job are shared in proportion to the number of hours each sharer works.

### **CIRCUMSTANCES IN WHICH JOB SHARING MAY OCCUR**

#### **Single Applications**

Any employee may ask to occupy their job on a job shared basis. This includes women on maternity leave who wish to return to work on the basis of reduced hours.

#### **Joint Applications**

Two or more employees in the same Service on the same grade and in jobs which are the same or broadly similar may make a joint application to share one job.

Any employee who wishes to job share must complete and submit form JS1 (Application for Job Share), which is available from the Employee Support Team. Two or more employees making a joint application must each complete a separate form.

The Strategic Lead must consider any application and approve it in principle, or reject it, within 20 working days of receipt of the request (where necessary, advice should be sought from the Employee Support Team). The reason(s) for rejection must be given to the employee(s) in writing. The right of appeal against such a decision will be via the normal [Fairness at Work policy](#).

#### **Vacancies**

A decision regarding the suitability of a job for sharing will be necessary when a vacancy is to be advertised. Where a Strategic Lead is excluding a job from the Scheme, the form JS2 Exclusion from Job Share (available from Employee Support) must be completed. Reasons for the exclusion of a job from the Scheme must accompany the job advertisement copy when forwarded to the Employee Support Team (not applicable to teaching jobs). Unless instructed otherwise, all jobs will be advertised as open to job share.

## **APPROVED APPLICATIONS**

If an application is approved, the following will apply:

### **Single Applications**

The remaining portion of the job should be advertised on a sharing basis.

### **Joint Applications**

Two or more employees wishing to share will not need to undergo a formal selection interview as a full discussion about their suitability for the job with the supervisor/manager will have been part of the process of deciding whether sharing is feasible. A vacancy will have been created and it will be for the Strategic Lead to decide whether this should be filled. If so, normal recruitment procedures should be followed.

Normally, existing employees who apply to job share should not be allowed to reduce working hours until a partner(s) is found. In some circumstances, e.g. where full-time work will create particular practical difficulties, the Strategic Lead may consider an interim reduced hours working arrangement but will need to be aware of the difficulties in maintaining service level if a job sharing partner(s) cannot be identified or recruited.

If, after normal recruitment and selection procedures have been carried out, no suitable job share partner(s) can be found, the job share applicant must be advised and further action considered, e.g. advertising the job again after a reasonable period, or considering alternative working arrangements.

## **WHERE ONE JOB SHARER LEAVES**

Where one job sharer leaves, the remaining sharer(s) will have the option to take the job on a full-time/increased hours basis. If the remaining sharer(s) does not wish to work additional hours then the 'part' job will be advertised in the usual way.

## **HAND-OVER PERIODS**

It may be necessary for the job sharers to attend work at the same time to discuss their responsibilities. This should be kept to a minimum and it will be for the sharers and their manager to identify, monitor and revise the means of minimising such periods, e.g. using diaries, priority lists, etc.

## **COVER FOR JOB SHARERS**

It is not a contractual requirement for job sharers to work additional hours for the absence, e.g. sickness, leave, etc of their job share colleagues. Sharers' hours may be increased, however by mutual agreement with the manager.

## **CONDITIONS OF EMPLOYMENT**

Each job sharer will have an individual statement of employment particulars, reflecting the terms and conditions which applies to them.

The following summarises the main conditions of employment which apply to job sharers:

### **Duties**

All sharers of a particular job will have the same job description.

### **Pay**

The basic wage or salary plus any allowances will be paid to each job sharer in proportion to the number of hours they work.

For salaried employees, sharers in the same job may be paid on different incremental points within the same salary scale to reflect different experience and/or qualifications. Nevertheless incremental progression for all sharers will apply in accordance with the salary scale and the terms and conditions appropriate to the job.

### **Hours of Work**

Any job must be regarded as potentially suitable for the job sharing between two or more employees. The hours of work should be divided between/amongst the sharers, either equally or in any proportion agreed by the Strategic Lead. The means by which hours are split, e.g. mornings/afternoon, days of the week, etc must be subject to approval by your Strategic Lead.

### **Flexible Working Hours**

If the full-time job is suitable for flexible working hours, then the job sharers should also be eligible to work flexible hours subject to operational demands/effectiveness. Particular care must be taken to ensure that sharers' periods of work do not overlap to any great extent.

### **Overtime and Non Standard Working Enhancements**

Overtime enhanced rates will be paid only when an individual job sharer has completed a full working week.

Other enhanced rates (Shift Working, Night Working, Sleep Ins) will be paid where the hours and the work pattern of a sharer meet the requirements under their terms and conditions.

## **Annual Leave**

Job sharers will have a pro rata entitlement to paid annual leave in line with their appropriate terms and conditions.

As annual leave is based on length of reckonable service, sharers in the same job may have different levels of entitlement.

## **Public Holidays**

Job sharers must receive a paid public holiday entitlement proportional to the hours worked.

Job sharers who work mornings/afternoons 5 days per week will take public holidays as they occur and will be paid their normal working hours.

Job sharers who work split weeks or alternate weeks will only be paid for the proportional amount of public holidays they are entitled to (if they work 18 hours per week or 36 hours every second week, they will be entitled to 3.5 days' paid public holiday). Once they have used up their public holiday entitlement, they must either use annual leave or arrange to work alternative days to cover the remaining public holidays. Job sharers whose work pattern means that public holidays would not be working days will be granted paid time off in lieu of their proportional amount of public holidays.

## **Sickness Allowance**

Job sharers will receive sickness allowance subject to the conditions of the appropriate National Agreement.

## **Maternity Pay & Leave**

Job sharers will be entitled to maternity pay and leave subject to the appropriate National Agreement.

## **Travel/Subsistence Allowances**

Job sharers required to use their own vehicles for business purposes will be entitled to claim the appropriate mileage rate (essential car user allowance not split). Similarly, depending on the nature of the job and the actual hours of work, sharers will be entitled to claim subsistence.

If you require any further information, please contact the Employee Support Team.