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## **Job Share Policy**

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## **Fair Deal Job Share Policy**

To have a flexible approach to recruitment and retention and to follow good practice in equal opportunities the organisation has adopted a formal approach to job sharing as an option for present and potential employees.

### **Definition**

Job sharing is when two people agree to share all the duties and responsibilities of one post. Salary should be divided between job sharers and pro rata to the hours they work.

A clear distinction should be made between part-time posts and job share posts.

### **Aims and Scope of this Policy**

The policy covers all existing employees and applicants for vacant posts.

This policy aims to:

- Provide consistency across the organisation for all job share posts
- Help to provide better continuity of work
- Encourage flexibility for both the organisation and employee
- Widen the potential range of candidates for a vacancy by offering job sharing as an option
- Help employees to manage their careers in line with personal circumstances
- Encourage a greater pool of knowledge and ideas which can be gained from having two employees in a post.

### **General Principles**

Job shares should only involve two employees. The two job-share employees' hours should not usually equate to more than the total hours that a single employee would work. However, it may be desirable that at some time during the working day or week and depending on the nature of the work, the persons sharing the job overlap for a short period of time to facilitate change over arrangements. In such a case some flexibility from the employees concerned will be required. Job share employees will have the same rights as full time employees but with:

#### **Pro rata benefits and conditions**

- Annual leave
- Pension (as per a part-time employee)
- Public/extra statutory holidays
- Sickness payments
- Maternity/Adoption/Paternity Leave and Pay
- Childminding allowance

#### **Non pro rata benefits and conditions**

- Car/travel allowances
- Relocation
- Training
- Probationary period
- Subsistence allowances

Subject to the needs of the service, job sharers will be eligible to work flexi time. During periods of annual leave and planned sickness (e.g., when an employee has an operation which is known in advance) one job sharer will be required to cover the other part of the

post. The employee working additional hours would receive payment at plain time rate assuming their total week does not exceed 35 hours.

Job shares will be appointed on the same grade for the job. The specific spinal column point could vary dependent on qualifications and experience.

## **Equal Pay Act 1970**

Employers are required to pay men and women on the same terms if the work they do is broadly similar or rated as the same grade under a job evaluation scheme. If there are differences between actual salaries, this should be due only to the length of service and point within the given spinal scale.

An employee should only hold one job share post with the organisation because the purpose of job sharing is to accommodate those employees who wish to work part-time or cannot work full time hours.

If an employee/potential employee requests job sharing they must be capable and willing to carry out the whole range of duties attached to the post.

## **What happens when one job share partner leaves the organization?**

If one job share partner resigns, the other part of the post will normally be offered to the remaining job share partner on a full-time basis. If this employee does not want the full-time post, it will be advertised seeking another job share partner. If the recruitment of a partner is unsuccessful and no alternative part-time or job share post can be found, the contract may be terminated.

## **How do I apply for a job share?**

All applications for job share must be made in writing to your line manager in accordance with the Flexible Working Policy. The manager will consider the application against specific criteria and will inform the applicant of their decision in writing within 28 days of the date of the applicant's letter.

## **Which posts are suitable for job sharing?**

All full-time posts are open to job sharing unless the manager provides operational/business reasons in writing stating otherwise. If a vacant post is suitable for a job share, then this will be made known.

## **Recruitment**

A vacancy which has been considered and found suitable for job sharing should have this clearly displayed on advertisements.

Where only one applicant has applied on a job-share basis this person should be considered equally as applicants applying for full-time work. If a job share applicant meets the criteria, is shortlisted for interview, and is appointed, but a suitable partner is not recruited at the same time, the remaining part of the job should be advertised accordingly. Before doing so, appointable candidates who applied on a full-time basis should be offered the opportunity to job share.

If a second applicant applies for the job share but is found to be unsuccessful the remaining part of the job share should be advertised. Applicants should only be appointed on merit and if they meet the criteria required.

## Appeals

The right of appeal can be exercised by the employee against any decision to refuse an application for job sharing. The appeal, in writing, must be sent in the first instance to the Chief Executive, arriving within 28 days of receiving the decision from the relevant manager. The Chief Executive will respond to the appeal within a further 28 days.

## Document Information

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## Amendment History

<b>Date</b>	<b>Version</b>	<b>Created By</b>	<b>Description of Change</b>
15/05/2019	2	Elaine Davidson	Added Front Cover and amended Footer
27/04/2023	3	Morgan Cochrane	Updated document with new policy template