

# Policy

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**Title:** JOB SHARE

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**Ref:** HR/RT

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THIS POLICY IS THE LATEST VERSION & SUPERSEDES ANY OTHER POLICY THAT YOU MAY HAVE IN YOUR TERMS & CONDITIONS BOOKLET

## **1. Introduction**

Job Sharing is an arrangement whereby two people divide the duties and responsibilities of one full-time post between them. It requires both sharers to take joint responsibility for the whole job, not just the duties undertaken individually. The salary and conditions of service of the full-time post are divided between the job share partners according to the hours that they work.

## **2. Setting up of Job Share Posts**

### **2.1 Existing employees**

There may be full-time employees who are already in post who wish to Job Share their existing jobs. These staff may include; women returning from maternity leave, staff wishing to take a part-time course and staff approaching retirement. Staff should give at least 3 months' notice of their request to Job Share and will normally be required to continue to work full-time until a partner can be recruited. The available part of the post should be advertised and the person already in post should be involved in the selection process, (but not necessarily as part of the interview panel) as a good working relationship between Job Share partners is essential to the success of such arrangements. If no suitable partner can be recruited the employee will have to continue working full-time or look for an alternative Job Share or part-time post within the University.

### **2.2 Vacant post**

In certain circumstances, a vacant post may be considered suitable for Job Sharing. The advertisement should then include a phrase such as 'This post is open to Job Share'.

It is not necessary for those applying for a Job Share post to apply with a Job Share partner, but applicants should be asked to state in their application the days and hours that they are able to work.

Applications for those who wish to fill the post on a job share basis and those who wish to work full-time will be considered entirely on their merits and the most suitable person(s) appointed. Obviously with a Job Share arrangement it is important to ensure that there are two candidates who meet the requirements for the post and who are able to work the hours needed. If there is one suitable candidate who requires a Job Share arrangement, but no suitable partner is available, then Job Share will not be possible for that post and a full-time appointment will have to be made.

## **3. Terms & conditions**

Terms and conditions are pro-rata to those for full-time staff. Special arrangements exist for ensuring equitable distribution of Bank Holidays when staff work split weeks.

It is important that Job Sharers discuss issues and hand-over information to ensure continuity of operation in the post. If possible, a hand-over period when the Job Sharers meet should be built into the working pattern (e.g. an arrangement whereby one person works Monday, Tuesday and Wednesday mornings and the other person works Wednesday afternoons, Thursdays and Fridays could have this period during Wednesday lunch

times.) Otherwise the Head of Academic Unit will need to ensure that the partners have devised suitable hand-over procedures e.g. notes, telephone contact.

#### **4. Further Information**

##### **4.1 What happens if one Job Share Partner leaves?**

- a. The post can be offered on a full-time basis to the remaining sharer, or:
- b. The vacant part of the post can be advertised. The remaining partner may work full-time to cover until the vacancy is filled, or temporary cover may be used.
- c. If a replacement Job Share partner cannot be found, then consideration will need to be given to making the post part-time based on the hours the remaining sharer can work, or the member of staff may have to be re-deployed.

##### **4.2 What happens if a post has supervisory/managerial responsibilities?**

In posts which have supervisory/managerial responsibilities, staff may be required to report to whichever sharer is on duty or each partner can be given particular responsibilities e.g. for certain staff or for specific areas of work. Liaison between Job Sharers is particularly important on supervisory aspects, but provided there is a consistent approach between the two partners, a Job Share arrangement should not present any particular problems.

#### **5. Guidelines on arrangements for Public and University holidays**

It is important that any arrangements made concerning Public and University Holidays are felt to be fair by both Job Share partners and by other colleagues. There is no problem where each partner works on a 5 days per week basis but difficulties arise when each Job Share Partner only works on some of the days of the week. The one working on Mondays will then receive the benefit of the majority of Public and University Holidays. The following guidelines provide a means of resolving these problems:-

In those weeks where Public and University Holidays apply, the remaining working hours should be divided between Job Sharers on pro rata basis and should either be worked or accounted for by some other means, e.g. annual leave, flexi-time credit (where a flexi-time scheme is in operation), extended hours on normal working days. It may be possible to adjust the hours of work of each partner during the week in which the Public or University Holiday applies but this may not be the most appropriate approach in all cases as it may be difficult for staff to re-arrange working hours because of child-care or other commitments.

Example:

- Job Sharer 1 – normally works Monday, Tuesday and Wednesday am
- Job Sharer 2 – normally works Wednesday pm, Thursday and Friday.

During a week with one Public or University Holiday on the Monday, each person will be required to work two days. Job sharer 1 will therefore work Tuesday all day and Wednesday a.m. (i.e. 1.5 days) as normal and will be required to make up 0.5 day. Job Sharer 2 will be entitled to take half a day's leave in lieu of the Statutory Holiday which fell on a day he/she did not normally work.

During a week with two Public or University Holidays on Monday and Tuesday, there will be three working days remaining and each person will be responsible for 1.5 days. Job Sharer 1 will work on Wednesday a.m. as usual, and will be required to make up 1 day. Job Sharer 2 will be entitled to take 1 day off on a day normally worked (i.e. 0.5 day in lieu of each Public or University Holiday).

Ways in which Job Sharer 1 can make up any time owed as a result of a Bank Holiday are as follows:

- a. Work on a day not normally worked;
- b. Work additional hours (i.e. start early, reduce lunch-break or finish late) on days normally worked until equivalent of half a day has been worked;
- c. Use flexi-time credit (where a flexi scheme is in operation);
- d. Use Annual Leave.

If the Job-Sharers' working pattern is based on a fortnightly arrangement or other more complex formula then the calculations should be based on the appropriate period. It may be necessary to calculate entitlements on an hourly basis.

The arrangements for dealing with Public and University Holidays should be agreed by discussion between the Job-Share partners and have the approval of their Head of Academic Unit, Service or Supervisor.