

**CONTROLLED DOCUMENT**

## Job Share Procedure

<b>CATEGORY:</b>	Procedure
<b>CLASSIFICATION:</b>	Human Resources
<b>PURPOSE</b>	This document outlines the procedure for the application and management of job share agreements.
<b>Controlled Document Number:</b>	71
<b>Version Number:</b>	1.1
<b>Controlled Document Sponsor:</b>	Executive Director of Delivery
<b>Controlled Document Lead:</b>	Director of Human Resources
<b>Approved By:</b>	Executive Director of Delivery
<b>On:</b>	January 2015
<b>Review Date:</b>	January 2019 (extended review date)
<b>Distribution:</b>	
<ul style="list-style-type: none"> <li>• <b>Essential Reading for:</b> Executive Directors Directors of Operations Divisional Directors Heads of Service Line Managers HR Team Trade Union Representatives</li> <li>• <b>Information for:</b> All Staff</li> </ul>	

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## 1. Introduction

- 1.1. The Trust recognises the importance of supporting staff to balance their work and personal life commitments where possible. Job sharing is an arrangement where two people agree to share the role and responsibilities of one job.
- 1.2. Unless specifically exempted, all jobs are suitable for job sharing and managers should consider all requests to job share.
- 1.3. This purpose of this procedure is to provide information to staff and managers about job sharing and the process that should be followed.

## 2. Job Sharing for Existing Staff

- 2.1. Existing staff may apply to share their own or a similar job. The most common type of application will be from a member of staff who wants to enter a share arrangement of his/her current job. In such instances the other part of the job share needs to be advertised.
- 2.2. It is also possible for two staff members holding the same type of job to propose, and have approved, a job share arrangement whereby they both share one of the jobs involved. The resultant vacancy can be advertised and filled in accordance with the Trust's recruitment procedures. In such situations, however, the two staff members seeking to share one job must both be occupying comparable jobs on the same grade and undertaking similar activities in the same work area.
- 2.3. Factors for consideration

The following factors will need to be considered when an application for job sharing is received, whether it is from a single member of staff or a proposed partnership:

### 2.3.1. The nature of the job and whether:

- two people will be jointly undertaking the whole job; or
- the job is being split into two separate components with the duties also being apportioned between the two sharers. (It is not necessary to re-write the job description, but it is essential for the manager to agree with the job sharers which aspects each will carry out). Consideration must be given to the grading of the job when the tasks are divided.

### 2.3.2. The hours of work;

2.3.3. The work pattern i.e. split day, split week or alternative weeks should be agreed between all parties.

#### 2.4. Procedure for Application

2.4.1. Staff wishing to apply for a job share should complete the Job Share Application Form in Appendix A and give a copy to their line manager.

2.4.2. Within 3 weeks of receiving the application the line manager will consider the application and discuss it with the member of staff.

2.4.3. The line manager will then confirm in writing the agreed arrangements.

#### 2.5. The Starting Date

It is normally anticipated that a staff member should be able to start working reduced hours as soon as is practicable. Where two people are identified as job share partners the start date has to be mutually acceptable. Some flexibility may be required around the starting date of the job share arrangement, taking into account such factors as:

- the service delivery requirements of the department;
- the staff member's domestic circumstances;
- the anticipated period of recruitment if necessary.

#### 2.6. Staff Returning from Maternity/Adoption Leave

Staff returning from maternity or adoption leave particularly benefit from job sharing. It may enable them to adjust their work patterns to their new domestic responsibilities. It will also mean that the Trust will retain their services and skills that may otherwise be lost. Staff on maternity/adoption leave who wish to job share on their return to work should give their manager as much notice as possible of their request to job share using the form in Appendix A.

### **3. Exemptions**

#### 3.1. Criteria For Exemption

3.1.1. The criteria for exemption is the same irrespective of whether consideration has to be made because of a request from a member of staff or where a vacancy occurs.

3.1.2. Exemption will only be granted where the operational requirements of the job mean that sharing is not practicable.

3.1.3. Given that the operational requirements of most jobs will be different, each case has to be considered on its individual merits.

### 3.2. Procedure for Exempting Jobs

3.2.1. Consideration must be undertaken either before notifying an existing member of staff that his/her application to job share has been rejected or before advertising a vacancy as being exempt.

3.2.2. Exemption can be considered on a “block” basis for a group of jobs covered by a common job description.

3.2.3. In the first instance the line manager should consider if jobs are to be exempted. Any such cases will then be forwarded to the appropriate Director of Operations who will be advised by the Director of Human Resources. Reasons will be recorded on the form in Appendix A.

3.2.4. The member of staff will have the opportunity to discuss their application with the line manager, Director of Operations as appropriate where it is proposed to exempt the post.

3.2.5. Staff are encouraged to seek advice from their staff side representative during this process.

## 4. **Recruitment**

4.1. Jobs must be advertised according to the normal recruitment and selection procedures. If the post is vacant it must be advertised as open to both full time and job share candidates, unless an exemption has been approved.

4.2. Normal recruitment procedures will apply to job share applicants. Applications from potential job sharers will be considered entirely on their merits alongside those from ‘full-time’ candidates. It is not necessary for those applying for appointment on a job share basis to do so in conjunction with a possible job share partner.

## 5. **Shortlisting And Interview Arrangements**

5.1. Where two applicants have applied to share the post as a ‘team’, both candidates should be matched against the person specification as suitable for the complete post although it is possible that together they have compensating strengths and weaknesses.

5.2. If on shortlisting one applicant is found to be unsuitable, then the other applicant should be considered separately.

- 5.3. The applicants should have indicated whether they are willing to be considered for the post separately and therefore possibly be teamed up with another partner.
- 5.4. If at the shortlisting stage, one half of a joint application is rejected, the successful half should be given the option of continuing to the interview stage. This will be with either any unlinked shortlisted job share applicant or if they indicate their preparedness to work full time. Similarly if one half of a joint application proves unsuccessful at the interview stage, that individual should be rejected for that particular post.
- 5.5. It is recommended that applicants be interviewed individually to assess suitability and then interviewed together, to consider the feasibility of a job share.

## 6. Working Arrangements

- 6.1. The alternative patterns of work that job sharers may normally be expected to use are:
  - **split day** - one partner works in the mornings and the other in the afternoons
  - **split week** - Each sharer works two and a half days each, either in one chunk e.g. one partner works Monday to Wednesday morning, the other Wednesday afternoon to Friday or by working alternate days.
  - **alternate weeks** - one works one week while the other works the next week or one works two days one week and three the next.
  - **Unequal Split of Hours** - Sometimes it is convenient to sharers to split the hours on an unequal basis e.g. one sharer always works two days and the other three.
- 6.2. Other patterns of work are quite acceptable if mutually agreed by the Directorate and the sharer. The factors that will influence the choice will be the nature of the job share arrangement i.e. whether the whole job is being shared or whether it is being split into two separate components, the need for communication between the job sharers and thus the need for some overlap time, the degree of repetition in the work of the job and the domestic circumstances of the staff concerned.
- 6.3. Good communication between partners is essential for job sharing to be successful and it will be necessary for the supervisor and the job sharers to develop adequate methods of communication.

- 6.4. The total hours worked must not exceed those of the established full-time job.
- 6.5. If one sharer leaves, the manager should consider the options open and discuss the matter with the remaining sharer. If the remaining sharer wants consideration to be given to them returning to the full time post then it may not be necessary to advertise the job. If the half vacancy needs to be filled then it will be advertised in the usual way.
- 6.6. The remaining sharer may be willing and able to work full-time for the period whilst recruitment takes place. It is important to recognise that this is voluntary, no pressure should be placed on the sharer to cover the additional hours. It is equally important that the remaining sharer should not be pressurised to cope with more than a fair share of the workload in the hours s/he is working. If such an arrangement continues for more than one month the member of staff's annual leave entitlement will need to be increased, as appropriate.
- 6.7. If no sharer can be found in a period of not less than six months and after at least two advertisements, the existing sharer may be required to work the same hours on a part-time basis or be transferred to the equivalent hours in a commensurate post.

## **7. Terms And Conditions Of Employment**

- 7.1. All staff are covered by the terms and conditions of employment of the Trust. Each partner must be given their own contract of employment which will need to reflect particular terms of the agreement.
- 7.2. Job sharers should receive a letter of appointment stating clearly:
  - a) that it is a job share arrangement;
  - b) the number of hours agreed to each sharer;
  - c) the pattern of work; and
  - d) which terms and conditions are on a pro-rata basis.
- 7.3. A job description should be attached which indicates the shared duties to be undertaken or the specific duties to be undertaken by each partner.
- 7.4. The general principle is that all pay and other benefits will be pro rata to the hours worked.
  - 7.4.1. The job should be graded as a whole and pay including allowances, leads etc. should be pro rata.

7.4.2. Benefits, depending on length of service, including incremental points, sick pay, long service leave and maternity/adoption entitlements should be attributed individually.

7.4.3. Annual leave, as applicable to the grade of post and length of service, will be applied on a pro rata basis. Arrangements for sharing public bank holidays and statutory holidays will be agreed between job sharers and their line manager to ensure that a pro rata division is made;

7.5. There will be no requirement on a job share partner to cover for a partner's absences due to sickness or leave.

7.6. Both partners have the opportunity to join the pension scheme.

7.7. Length of service is not deemed to be pro rata i.e. if someone has worked for ten years on a job share basis, continuity of service is ten years.

7.8. Training and development opportunities will be afforded to all job sharers in accordance with the Trust's Equal Opportunities in Employment Policy.

## **8. References**

Agenda for Change Terms and Conditions

Equality Act 2010

## **9. Associated Policy and Procedural Documentation**

Annual Leave Procedure

Equal Opportunities In Employment Policy

Maternity Procedure

Sickness Absence and Attendance Policy and Procedure

Work Life Balance Policy

**Application to Job Share  
Stage 1.**

- 1. Surname .....First Name/s.....
- 2. Directorate/Department.....Designation.....
- 3. Grade.....Personal No.....Tel Ext .....
- 4. Proposed Working Arrangements .....
- .....
- .....
- 5. Do you know of anyone who wishes to Job-Share your post - Yes/No  
If Yes please indicate details below:  
Surname .....First Name/s.....  
Directorate/Department.....Designation .....
- Grade.....Personal No.....Tel Ext .....
- 6. Date Submitted to Line Manager .....

**Stage 2.**

- 1. Date Received By Line Manager .....
- 2. Application Supported YES/NO  
If YES - Date Member of Staff Notified .....
- If NO - Reasons for Exemption .....
- 3. Date Submitted to Director of Operations .....

**Stage 3.**

- 1. Date Received by Director of Operations .....
- 2. Application Supported YES/NO  
If YES - Date Member of Staff Notified .....
- If NO - Reasons For Exemption .....
- .....