

## **JOB SHARE POLICY AND GUIDELINES**

### **1. INTRODUCTION**

1.1 Wealden District Council is committed to the principles of equality and, as such, opposes all forms of unlawful or unfair discrimination. All employees are to be recruited, trained and developed on the basis of their ability and the requirements of the post.

1.2 In order to develop equality, the Council is committed to ensure that suitable jobs are available for jobshare. All full-time, permanent or fixed term vacancies can be considered for job sharing unless they have been specifically excluded from the scheme.

Human Resources should be involved in discussions/proposals concerning job share, to advise on employment and legal implications.

1.3 Job share is defined as a voluntary shared responsibility between two employees to work as one postholder by means of a division of time.

1.4 A job share partnership cannot normally commence until both partners are appointed.

1.5 There is no automatic right to job share and if no job sharer can be found for a post, it will remain full time.

### **2. HOW JOB SHARE MIGHT ARISE**

2.1 Job sharing can be introduced into a post in a number of ways:-

- An existing employee formally applying to management for a job share arrangement to be agreed in respect of the post they occupy.
- An internal application being made by one member of staff to share a post.
- A joint internal application being made by two existing employees as a unit to share a post.
- An external application being made by a candidate to job share a post.
- A joint external application being made by two candidates as a unit to job share a post.
- Two separate applications being made, whether internal or external, which can be matched together to form a job share unit.

### **3. RECRUITMENT/SELECTION**

3.1 Each job share applicant will be required to complete an application form for the post and each short listed candidate will be interviewed separately in accordance with normal recruitment practice.

- 3.2 Those involved in the recruitment/selection process are to ensure that the skills and experience of the prospective job sharers are sufficient to meet the requirements of the full duties of the post.
- 3.3 The sharing of the duties and responsibilities of a post may take several forms. The aim in all cases is to ensure the most efficient means of operation. Division may be into projects, tasks, clients or merely time, as the case may be.
- 3.4 Great care should be taken not to confuse working arrangements with the job description. Although the duties may be divided, the overall responsibility must be shared. One partner should not be able to monopolise the most prestigious areas of work.
- 3.5 The partners should always be in a position to claim that at some time each had fulfilled the duties and responsibilities of the whole post.
- 3.6 Hours should be organised to suit both the service and the employees. However, it is understood that the hours/days/weeks agreed with either job sharer should always be such that if a part vacancy occurs, the working arrangement to be advertised will form a sufficiently viable package to attract new applicants.
- 3.7 Job sharers shall be treated in the same way as full time employees in relation to opportunities for promotion.
- 3.8 When a vacancy arises because one partner leaves or a full-time postholder wishes to change to job share, the part-vacancy shall be advertised no more than twice in a twelve month period.
- 3.9 Once advertised if only one application is received for a job share arrangement it will be rejected at the shortlist stage. The applicant will be told that no other applications were received or 3.10 applies.
- 3.10 A job share register is held in Human Resources, this will be referred to in an effort to find a suitable link partner.
- 3.11 If at the shortlist stage one half of the arrangement is rejected, the successful half should be given the option of continuing to the selection stage. See paragraph 3.10 above because it may be possible to offer with another unlinked applicant from the register.

#### 4. EMPLOYMENT CONDITIONS

- 4.1 The general spirit and intention of the scheme is that all relevant terms and conditions of employment should apply to job sharers on a pro-rata basis.
- 4.2 General conditions applicable to full-time employees shall apply to job sharers jointly. The concepts of proportionality shall apply according to the number of hours worked, unless otherwise stated.

#### 4.3 Contract of Employment

- Each partner to a job share will hold an individual contract of employment. The postholders job title will be that given to the established post with the endorsement – (job share).
- The job description issued will be that prepared for the established post with addendum to reflect agreements reached at interview where split tasks are required.
- The hours to be worked will be individually stated for each partner to the job share.

#### 4.4 Pay

Pro-rata to the salary grade for the number of hours worked. Commencing salary and increments are determined for each individual in the normal way.

#### 4.5 Annual Leave

Standard leave entitlement pro-rata to number of hours worked.

#### 4.6 Public and Extra Statutory Holidays

To be divided between sharers pro-rata to the number of hours worked. Where the working arrangements result in a disproportionate share, administrative adjustments will be made by the employing department to provide a fair split. See conditions of service for part-time employees.

#### 4.7 Sick Pay

Job sharers shall have applied to them the provisions of the appropriate sick pay scheme pro-rata to the number of hours worked.

#### 4.8 Maternity Leave

Job sharers shall be entitled to the appropriate maternity provisions, payment when applicable to be applied on a pro-rata basis.

#### 4.9 Car Status

Entitlement to essential or casual user allowance will be determined according to the nature of the post. For essential users, each job sharer will be eligible to the provisions of the Council's car scheme.

#### 4.10 Hours

There are various way in which the working week may be divided for job sharers. Possible options include working on a half day basis, a half weekly basis or alternating days. Working hours must be agreed by both job sharers and departmental management. In normal circumstances job sharers will not be required to cover their partners absences, though they may opt to do so in specific instances.

An overlap period for contact and co-operation may be built into the arrangement, so that sharers can exchange information or carry out some work together.

The working patterns of job sharers shall not be altered without full discussion and vigorous attempts at agreement.

### 5 RESIGNATION/TERMINATION

- 5.1 In the event of the resignation of one job share partner, the vacancy shall not be advertised until the remaining sharer has been offered the opportunity to revert to full time employment.
- 5.2 If in exceptional circumstances it is essential for the work to be undertaken on a full-time basis, a temporary employee or secondee from existing staff may be appointed.
- 5.3 Continued employment in the job share post may be dependent upon two partners being employed. If a partner cannot be found, and there is no alternative, the postholder's contract may be terminated.