

ANTRIM BOROUGH COUNCIL



JOB SHARE POLICY

January 2001

1. INTRODUCTION

1.1 This policy takes recognition of the Guidelines for Job Sharing in Local Authorities produced in April 1992 by the Northern Ireland Joint Council for Local Authorities Administrative, Professional, Technical and Clerical Services.

1.2 The policy is applicable to Council employees.

1.3 The Council has entered into this Job Share Scheme to benefit the Council as the employer and the employee.

2. JOB SHARING DEFINED

2.1 Job sharing is unlike part-time working in that it is a way of working where two people voluntarily share the hours and duties of one full time position. They receive the pay and benefits pro rata to the proportion of the full time hours they work.

2.2 Whilst the policy indicates full time positions are covered, there will be instances where the operational needs of a department may prevent a Job Share being practical.

2.3 Listed below are a number of factors which management will take into consideration when deciding if a post is suitable for job sharing. This list is not exclusive or exhaustive.

- Position of the job in the Council
- Nature of the work involved
- Supervisory/Management responsibility
- Need for Supervisor/Management continuity
- Customer contact requirement
- Reason for the request
- Employee's welfare or domestic commitments;
- Extent to which the duties of the post can be separated without detriment to the service
- Extent to which the duties can be divided within specific time spans
- If the employee is nearing retirement age (ie 57 or over);
- Has the employee had serious health problems;
- Can a suitable partner be identified and the vacancy filled.

3. INTENTION OF THE POLICY

The Job Share option is designed to provide individuals with opportunities more appropriate to their needs. It is intended to:-

- retain experienced and valued employees;
- increase employment opportunities for people committed to caring for children, partners or relatives;
- make it easier for employees returning from maternity leave to cope with career and family, thus retaining the benefit of their skills and experience;
- enable employees to reduce working hours as a pre-retirement option;
- allow employees to broaden their experience and increase job satisfaction by undertaking a wider range of responsibilities.
- Retain employees where there has been a significant change in their personal circumstances e.g. due to serious illness or disability.

4. JOB SHARING WORK PATTERNS

Job sharing is a particular form of part time working where the duties of a full time post are divided between two people.

Normally job sharing alternates on the basis of one of the following time splits:-

- (i) Split day - one works each morning while the other works each afternoon;
- (ii) Split week - one works the first half of every week while the other works the second half;
- (iii) Split week – one works 2 days one week and 3 days the following week
- (iv) Alternate week - one works one week while the other works the next week.

The allocation of hours shall be determined by the relevant Director, taking into account the needs of the services and wishes of the job sharers, where practical. It may in certain circumstances only be practical to approve an application on the basis of a specific split pattern.

5. APPLICATIONS

5.1 Applications for job sharing from existing employees should be made in writing, through the appropriate Director, to the Human Resource Officer stating:

- (i) the reason for the employee wishing to reduce his/her working hours;
- (ii) any constraints which the employee may have in terms of hours\ days available

The application will be accompanied by a signed proforma statement confirming that;

- (i) the applicant has received and read a copy of the Job Share Policy and Procedures document
- (ii) the applicant will agree to be bound by the terms of the policy and will accept Council's decision (following appeal if appropriate) as final.

5.2 Each application will receive full consideration, but no guarantee can be given that job-sharing arrangements will be offered. The main factors to be considered when an application for job sharing from an existing employee are as noted at 2.3. Each application will be considered on it's own merits and no decision will constitute a precedent for any subsequent decision.

5.3 If an application is not to be granted, the applicant will be informed of the reasons in writing. The employee may then request a meeting with the Personnel Department to discuss the matter, accompanied by a Trade Union representative if the employee so wishes.

5.4 If an application for job sharing from an existing employee is accepted, then the second part of the job will be trawled and/or advertised as in the appropriate manner in accordance with the Council's Code of Employment Procedures.

5.5 Where an application is accepted the job share applicant will continue to undertake the full duties of the post until such times as a job share partner can be identified.

5.6 If a job share vacancy is trawled and/or advertised and cannot be filled, then the existing employee will be notified that his/her employment will have to remain/continue on a full time basis.

5.7 If, after a job share arrangement has been established, the employment of one sharer terminates for any reason, the remaining sharer will be offered the job on a full time basis. If they do not accept the job on a full time basis, then the job share vacancy will be trawled and/or advertised in the appropriate manner in accordance with the Council's Code of Employment Procedures. If a suitable job sharer is not found the Director of the Department will review the position in respect of the job sharing post. The Human Resource Department in conjunction with the Director of the Department and appropriate Trade Union representative will meet to try and resolve the situation. The Council at this stage has the right to withdraw the job share designation.

- 5.8 As at 5.6 above, in the event that a suitable partner cannot be found and after all reasonable avenues have been exhausted, it must be agreed that the continuation of job share for this post is not feasible.

6. CONDITIONS OF SERVICE

- 6.1 An employee changing from full time to job sharing will receive a letter setting out
- (a) full details of the change;
 - (b) any revised conditions of service and employment rights;

All terms and conditions will be pro rata to the Full Time equivalent.

- 6.2 It will be the responsibility of each applicant to take his \ her own advice as to the impact of the Job Share on pension entitlement or other benefits. The Council will accept no liability for a reduction in pension

- 6.3 The job description shall relate to the job being shared, both job holders will be expected to be able to undertake **all** duties and responsibilities of the job.

- 6.4 Overtime rates will apply for hours worked by either partner in excess of 37 in any calendar week. For employees above spine point 28, time in lieu will be given for excess hours worked. Hours worked by each partner will not be aggregated for purposes of overtime determination.

- 6.5 All employees are entitled to 12 Public and Statutory holidays, these are pro rata for those contracted to work less than 37 hours per week. Should a job sharer be contracted to work the day of the holiday they will have the day off with pay. If a job sharer is not contracted to work that day they will receive a pro rata payment in lieu of the holiday. Also see 7.5 of Job Share Procedure.

- 6.6 Job sharers can apply for any full time vacancy through the normal recruitment process provided that they are qualified in accordance with the job specification of the post. Application for a full time post must be on the basis of full time employment.

- 6.7 No more than two sharers should be employed against a single full time post. Any variations should be subject to specific negotiation with the appropriate recognised trade union.

- 6.8 Job sharers must normally remain within the scheme for a minimum period of six months but may then return to full time employment providing the appropriate vacancies are available then the job share vacancy will be trawled and/or advertised in the appropriate manner in accordance with the Council's Code of Employment Procedures.

- 6.9 Job share holders will be expected to cover each others holidays and sickness absences unless other arrangements can be made with management. Both parties should not take leave at the same time. 6Additional hours worked will be paid at plain time up to 37 hours per week. Thereafter normal overtime provisions apply.

REVIEW OF DECISION

- 7.1 Should an existing employee be aggrieved at a decision not to be grant the position suitable for job share they should bring the matter to the Chief Executive via their Director. The decision of the Chief Executive will be binding on both parties.

SUPERANNUATION

- 8.1 Entry to the NILGOSC Superannuation Scheme shall be in accordance with the regulations related thereto.

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