

PROCEDURE FOR JOB SHARE POLICY

GENERAL

- 1.1 To be read in conjunction with Antrim Borough Council's Job Share Policy.
- 1.2 Antrim Borough Council has entered into Job Sharing from a positive perception of benefits for both the employer and employee. It is therefore expected that management will take reasonable steps to facilitate the Job Sharing Scheme where possible.

ELIGIBILITY

- 2.1 The Scheme will apply to all posts in all grades and in all employment groups, unless for a specified post or type of post the appropriate Director has made a satisfactory case to exclude the post(s) from Job Sharing.
- 2.2 Where a Director believes that a post or type of post should be excluded, they must discuss the reason for the proposed exclusion with the Assistant Director Human Resources, who will advise on the reasonableness or otherwise of the proposed exclusion. The final decision however, rests with the Director of the Department.
- 2.3 Where a post is deemed unsuitable for Job Sharing the Director or officer appointed by him will be required to submit a written explanation detailing the reasons for the decision.
- 2.4 In the case of a post of Director or Assistant Director, the duty to determine whether a post is suitable for Job Sharing will lie with the Chief Executive in consultation with the appropriate Council committee.
- 2.5 Where the Job Sharing is an established permanent post, the Job Sharer will hold a permanent appointment unless the Job Sharer is specifically on a temporary basis. E.g. maternity cover.

REQUESTS FROM EMPLOYEES

- 3.1 On receipt of a request from an employee to Job Share their post, the Director or Officer appointed by him will acknowledge the application and forward a copy of both the request and acknowledgement to the Personnel Officer.
- 3.2 If the post is one excluded from Job Sharing a copy of the reason detailing why the post is considered unsuitable should also be forwarded to Personnel.

- 3.3 If the job is deemed suitable for Job Sharing the process of recruitment of a Job Sharing partner will commence.
- 3.4 All Job Sharing vacancies will be advertised in the normal manner. Experience, qualifications and person specification will be as for similar full time posts.
- 3.5 Job Sharing will be confirmed for the existing employee as soon as a Job Sharing partner has been recruited.
- 3.6 In event that a suitable partner cannot be found after all reasonable avenues have been exhausted, Council have the right to withdraw Job Sharing designation.

RECRUITMENT

- 4.1 As stated above all vacancies will be recruited in the normal manner.
- 4.2 A vacancy for a Job Share partner may arise, either as a request from an existing employee to Job Share or as a result of an existing Job Sharer partner leaving their post.

PROCEDURE IN LOSS OF JOB SHARER PARTNER

- 5.1 Remaining Job Sharer partner will be offered the post on a full time basis (Paragraph 5.7 of the policy refers.)
- 5.2 If offer is accepted no further action is required.
- 5.3 If offer is not accepted then Council will initiate recruitment procedure.
- 5.4 If a suitable partner cannot be found and all routes have been exhausted it must be agreed that Job Sharing is not feasible for this post.
- 5.5 The Director will also consult with the Personnel Department on how to best cover the Job Sharing vacancy where the remaining hours are not covered.

REVIEW OF DECISION

- 6.1 If an application is not granted, the applicant will be informed of the reasons in writing. The employee may then in the first instance request a meeting with the personnel Department to discuss the matter, accompanied by a Trade Union representative if the employee so wishes. Should the employee still feel aggrieved at the decision not to grant Job Sharing they should take the matter to the Chief Executive.

6.2 The Chief Executive will use the grievance procedure for hearing appeals as the basis of presentation of a review, the Director or officer appointed by them presenting first.

6.3 The decision of the Chief Executive will be final and binding on both parties.

CONDITIONS OF APPOINTMENT

7.1 Job Sharers are entitled to the normal terms and conditions, including annual leave and salary on a pro rata basis.

7.2 Each Job Sharer will receive a personal contract of employment.

7.3 The Job Description shall relate to the job being shared, both parties will be qualified and able to undertake **all** duties and responsibilities of the post.

7.4 The working hours shall be determined by the Director of the relevant department taking account of the needs of the service and the job sharers as far as practicable.

7.5 Public Holidays with pay shall normally be granted as they occur. Where the working arrangements result in a disproportionate share of Public Holidays administrative arrangements may be made with the agreement of the Director to ensure each Job Sharer is granted a proportionate share of Public Holidays, provided the total number of days granted to the Job Sharer partners does not exceed the number that would be enjoyed by a full time employee.

APPLICATION FOR JOB SHARE

To

From

CC Personnel Officer

I wish to apply to have my current post of considered under the council's Job Share Scheme.

My reasons for wishing my post to be considered under this scheme are

Days \ Times I would not normally be available for work

I confirm that I have received and read a copy of the Job Share Scheme and agree to abide by the terms and conditions laid down therein.

Signed _____

Date _____

