



JOB SHARING POLICY

AND

GUIDELINES

June 2013

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June 2013

	EIS
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JOB SHARING POLICY

Policy Statement

Purpose

West Lothian College's Job Sharing Policy reflects its commitment to equality of opportunity. It aims to assist in retaining existing employees and widening the pool of potential employees to include those who cannot, or prefer not to work full-time due to health, domestic or other personal reasons.

Job Sharing is defined as a situation in which a conscious decision is made to divide the duties of a full-time post between two employees, with the full time salary and accompanying conditions of service of the post being divided proportionally between the job sharers according to the number of hours each job sharer works.

Principles

- An employee can apply to share their own post or can apply for other posts advertised within the College stating they are applying on a job share basis.
- Job share will normally be granted on a permanent basis but in exceptional circumstances may be agreed for a specific period.
- All vacant posts will be considered as suitable for sharing and advertised as such in line with the college's Recruitment and Selection Policy unless a case is made to exclude the post.
- Requests for job sharing are open to all employees of the College but may due to the nature of the job or work situation exclude certain groups of employees. However, it must be clearly demonstrated why the post is unsuitable for job sharing.
- Where an employee has not been granted job share in their current post, HRM will assist in seeking to identify a suitable alternative post.

Scope

This policy applies to all staff of the College irrespective of the nature, duration or status of their conditions of employment.

JOB SHARING

1. Definition

Job Sharing is defined as the voluntary sharing by two persons of all the duties of an established full-time post with the salary and all terms and conditions of service shared on a pro-rata basis.

Any employee covered by this policy can apply to work job share in their existing job. In practice many jobs will be suitable for job sharing although it is ultimately the decision of the appropriate Manager /Assistant Principal in consultation with HRM.

Where the College decides that a job is unsuitable for sharing it will need to clearly demonstrate that the job share would have an adverse effect on the service provided.

The agreed arrangements will be included in each job sharer's contract of employment

2. APPLYING FOR JOB SHARING

An existing employee wishing to share their own job should complete the Job Share Application Form (Appendix I), have it authorised by their line manager who will pass it to Human Resource Management (HRM) for processing. The line manager should complete the form and pass this on no later than 2 weeks after the date of the request being received.

If the request to job share is granted, the vacant part of the job will be advertised in line with the College's Recruitment and Selection Policy and Procedure.

In the event that a suitable replacement cannot be found for the job share vacancy, consideration will be given to the redeployment of the remaining sharer to a post mutually agreed between them and the College.

It is important to note that a role cannot be created to accommodate an applicant, and any redeployment will be carried out on the understanding that a suitable role already exists within the college.

Where an application is refused, reasons for refusal will be given in writing. The member of staff may appeal against this decision to the HRM Manager.

The normal timescale for the implementation of new job sharing arrangements should be agreed with the individuals concerned at the start of each College Session. It will, however, be possible for applications to be considered at any time during the session.

3. RECRUITMENT AND SELECTION

Where a single job share applicant is appointed the other part of the job will be advertised incorporating the phrase "Job Share" in its title.

Where two job-share applicants are selected for the same job, they will be given the opportunity to meet each other, together with the relevant Manager / HRM representative where distribution of hours and the working arrangements will be finalised.

4. PUBLIC HOLIDAYS

The combined public holiday entitlement will be as for full-time jobs. Public Holidays will be shared between job sharers according to the proportion of full time hours worked.

5. WHERE ONE JOB SHARER LEAVES

When one job share partner leaves, the remaining job sharer will be offered the job on a full-time basis without having to go through normal selection procedures.

If the remaining partner does not wish to take the job on a full-time basis, the other part of the job will be advertised following the normal recruitment and selection procedures.

6. CONDITIONS OF SERVICE

Job sharers will be treated on the same basis as full-time employees in terms of access to training and educational opportunities. Where alternative arrangements cannot be made, however, job sharers will be expected to undertake training on days or times when they would not normally be at work.

Unless otherwise specified in these guidelines, conditions of service will be applicable to the full-time job being shared.

7. APPEALS PROCEDURE

Appeals against any outcome should be submitted in writing to the HRM Manager within 5 working days of receiving notification of the outcome. An appeal against a decision will be considered by a panel of two members of the Senior Management Team. Notification of the outcome of the appeal will be provided within 10 working days of receipt of the appeal.

8. ANY OTHER INFORMATION

Any additional information required should be sought from HRM.

Appendix 1

Job Share Application

Employee Details (to be completed by employee)

This form should be completed when applying to Job Share in your current job.

Name _____

Job Title _____

Grade _____

Centre/Department _____

Details of Application (to be completed by employee)

Please give the reason(s) for your Job Share application

Please give details of the working arrangements you would prefer:

How many hours would you like to work each week? _____ hours

How would you like these hours to be split e.g. mornings, afternoons, 2.5 days per week? _____

- *Depending on operational requirements of the service your line manager may not be able to agree to your preferred working arrangements, however, any problems with your preferences will be discussed with you.*

Signed _____ Date _____
Employee

When you have completed this form please then pass to your line manager. You will normally be told if the application has been approved and given a copy of the completed form within 2 weeks of the form being received by the manager.

Approval (to be completed by manager authorised to approve Job Share)

Human Resources Management can be contacted if you wish to discuss an application for Job Share, however, where you intend to refuse an application or an application is for a temporary arrangement you should discuss the application with the appropriate Human Resources Advisor .

Application discussed with HR Team *yes/no*

Decision *approved/not approved*

Reason(s) for decision if not approved or if approved but working arrangements are different from those requested (in this case please detail the arrangements you would prefer as well as why this is the case)

Signed _____ Date _____
Manager

This form should be completed and copied to your Human Resources Team and the employee within 2 weeks of you receiving it.