

## **JOB SHARING POLICY**

### **INTRODUCTION**

Job Sharing is a form of flexible working, where two or more employees enter into a formal arrangement to voluntarily share all the duties and responsibilities of a full-time job. The pay and other benefits which go with the job are shared in proportion to the hours each sharer works.

Job sharing is a way of increasing the number and range of job opportunities for people who find full-time work unsuitable. Traditionally, part-time work is associated with low pay and low status work. Tayside Contracts believes that job sharing enables those who can work only reduced hours to take on, or continue in, rewarding and better paid jobs which offer real career prospects. It also makes sense for Tayside Contracts not to lose skilled and valuable employees simply because they cannot work full-time.

### **SCOPE OF POLICY**

This policy applies to all individuals working at all levels and grades within Tayside Contracts. Tayside Contracts believes that most of its jobs can be considered for sharing.

You have a statutory the right to request job sharing as a form of flexible working if you have 26 weeks continuous service. Your statutory right is limited to one request in any 12 month period however, Tayside Contracts will reasonably consider an additional request which is made within 12 months of a previous request.

Only managers with the authority to do so can authorise a flexible working request as per the HR and Payroll Related Expenditure Authorised Signatory List.

### **REQUESTING TO JOB SHARE**

If you would like to make a request to job share you should complete a 'Flexible Working Request Form' and submit it to the HR Admin Team. Full details of the procedure that will be followed can be found in the Flexible Working Policy

While there are a number of possibilities for job-sharing arrangements the most common form of sharing is for two people to work half the number of full-time hours, for example:

- Sharer A works every morning and Sharer B works every afternoon
- Sharer A works 2.5 days - Monday, Tuesday, Wednesday am and Sharer B works 2.5 days - Wednesday pm, Thursday, Friday
- Sharers work alternate weeks

As outlined in the Flexible Working Policy your request will only be agreed if your manager believes that it will work. As such it may be advisable to discuss possible job-share arrangements with your manager prior to submitting your formal request.

### **APPROVED REQUESTS**

If your request is approved, part of your job will be advertised and job sharing will start when a partner fills the vacancy.

If a job share partner cannot be found you will have to continue working full-time and it is likely your request will be declined. It may be possible to re-advertise your 'half job' at a later date.

If you and another employee are interested in entering a job-share arrangement with each other, provided that you are in the same section on the same grade and carrying out jobs which are the same or substantially the same, you can each submit an application form requesting to share one of your posts. If your application is successful there is no requirement to advertise and sharing would start as soon as possible.

### **Where One Job Share Partner Leaves**

If your job share partner leaves you may be offered the opportunity to take the job on full-time. If you decline the offer the vacant part of the job will be advertised. If a suitable partner cannot be found your Manager may decide to discontinue the job sharing arrangement and advertise the job on a full-time basis. In such circumstances a meeting will be arranged to discuss any alternative options with you, preferably transferring you to a suitable alternative job on your existing (part-time) grade and conditions. Should this not prove practicable the Redeployment Policy will apply.

If, after a period of three months after the first date of advertisement, it has not been possible to find another job-share partner, or to redeploy you into another suitable post, the Redundancy Policy will be applied.

### **Pay and Conditions**

Job sharers will be paid the wage or salary and any appropriate allowances for the job they are sharing, in proportion to the hours they work.

Entitlement to other conditions of service, including holidays, sickness allowance and maternity, is the same as that of comparable full-time employees, applied on a pro rata basis. Overtime rates apply to hours worked beyond 37 hours in a week, not hours beyond the job share arrangement.

### **Cover for Leave**

If your job share partner is absent due to sickness, maternity or other leave, you may be asked but not required, to undertake additional hours up to the full-time hours for the post you share. You will not normally be invited to work additional hours to provide cover for annual leave.

### **GROUNDINGS FOR REFUSING A JOB SHARING REQUEST**

A request to job sharing will, as with all requests for flexible working, be considered on its own merits and on an objective and fair basis. Eligible requests will only be refused on one, or more, of the following grounds:

1. Burden of additional costs.
2. An inability to re-organise work among existing employees.
3. An inability to recruit additional employees.
4. The change will have a detrimental effect on quality.
5. The change will have a detrimental effect on Tayside Contracts' ability to meet customer demand.
6. Detrimental impact on performance.
7. Insufficient work during the periods the employee proposes to work.
8. Planned structural changes.

## **RIGHT OF APPEAL**

You have the right of appeal against a decision to refuse a job sharing request. This must be done in writing, to the Managing Director, within 10 days of receiving the letter refusing your request. Full details can be found in the Flexible Working Policy.

## **RELATED POLICIES**

The Job Sharing Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Flexible Working Policy
- Parental Leave Policy
- Time Off for Dependents Policy

The above list is not exhaustive.

## **POLICY REVIEW**

The Job Sharing Policy will be reviewed at three yearly intervals, or as required by legislative changes.

## **GENERAL DATA PROTECTION REGULATION**

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

**Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or [employment.policies@tayside-contracts.co.uk](mailto:employment.policies@tayside-contracts.co.uk)**

**If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or [angie.thompson@tayside-contracts.co.uk](mailto:angie.thompson@tayside-contracts.co.uk)**