

COUNTY BOROUGH OF BLAENAU GWENT

JOB SHARING

*If you have any queries, please do not hesitate to contact
The Human Resources Division,
Civic Centre, Ebbw Vale, Gwent.*

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JOB SHARING POLICY

1. **DEFINITION**

Job Sharing is employment whereby two people voluntarily share the duties and responsibilities of one full-time post. The pay and conditions of service are divided between them in accordance with the hours worked by each job sharer.

Job Sharing should be distinguished from part-time work which describes a situation where an employer requires a job to be carried out for a specific number of hours by one individual as a working arrangement to suit the employer's needs.

This Job Sharing Policy is applicable to all permanent JNC, APT & C, Manual and Craft employees.

2. **RECRUITMENT**

All job advertisements for posts will include a statement on job sharing, encouraging applications from individuals and/or pairs of individuals wishing to job share. The only exception to this being when a Chief Officer in conjunction with the Head of Human Resources decides the post is unsuitable for job sharing.

3. **INTERNAL APPLICATIONS**

Individuals who wish to job share must apply and the Authority is prepared to examine all applications for job share in a positive manner. It is considered that there will be exceptional circumstances which would exclude applicants being considered.

The criteria for job share must be where an individual finds that their circumstances since appointment have changed and that they can no longer fulfil their contractual commitments in terms of full-time employment.

For those wishing to job share, formal applications must be made to their departmental Chief Officer and it is at their discretion, in consultation with the Head of Human Resources, to examine each case on its own merits and to determine the suitability of the post to be shared. The final decision will be with the Chief Officer. The criteria used by the Chief Officer will have to satisfy the test of objectivity.

4. **SHARING ARRANGEMENTS**

A post may be shared by two employees on a split-day or split-week basis, giving each employee a pro rata share of the full-time hours of the post on either a morning or afternoon basis or 2/3 days alternative weeks. Prior to recommending the filling of a post by two job sharers, the Chief Officer must ensure that agreement has been reached with the sharers on the hours/cycle to be worked and the division of tasks to be undertaken of the post.

The agreed arrangements will be included in each sharer's Contract of Employment.

Where an employee applies for job sharing with no partner, if the job share is approved, the other half of the job share will be advertised via the normal internal recruitment procedure. This would obviously have financial implications for the Council.

5. **CONTRACT OF EMPLOYMENT**

Each partner to a job share will hold an individual Contract of Employment, but the job title will be that given to the established post, indicating that a job sharing arrangement has been agreed.

The Job Description issued will be that prepared for the established post, with an addendum to reflect agreements reached concerning working arrangements and indicating that the full duties and responsibilities of the post will be undertaken.

6. **REPLACEMENT OF A JOB SHARER**

In the event of one job sharer ceasing to continue in the job sharing partnership, the hours of work previously undertaken by that person may, at the discretion of the Chief Officer, be offered to the remaining job sharer on a full-time basis.

If full-time working is not acceptable to the remaining job sharer, the vacant half shared post will be advertised in accordance with the Council's Recruitment Procedure.

In the event of the change of operational circumstances three months notice will be given and the normal redeployment policy will apply.

7. **CONDITIONS OF SERVICE**

Hours of Duty

The normal hours of duty of a job sharer will be a pro rata share of those of the full-time post, as directed by the Chief Officer. In most situations that will be an equal split of the normal working hours at 18.5 hours for each sharer.

Any deviation from the 50% split should be discussed with the Head of Human Resources because of potential loss of employment rights.

Flexible working hours will not apply.

Pay

The salary/wages will be calculated on a pro rata basis in accordance with the grade and number of hours worked. Commencing pay and increments will be determined on an individual basis in accordance with National Conditions. Incremental progression where appropriate will be in accordance with the conditions which apply to full-time employees. Individuals who share jobs may, depending on tenure in grade etc. be placed on different incremental points.

Where continuity is considered essential by a Chief Officer, both job sharers will be required to overlap their hours of work or arrange to meet at a specific work time during the week - no additional hours to be worked.

In the event of sickness, holidays, etc. job sharers will be expected to be flexible and to work full-time for a period or work additional hours to provide cover.

Overtime

Overtime will only be paid to the job sharer if:

- (a) It has been agreed by the Chief Officer
- (b) It complies within the conditions laid down in the appropriate National Conditions of Service

Annual Leave

The annual leave entitlement for job sharers will be a pro rata share of the entitlement for full-time employees.

Public/Statutory Holidays

Bank Holidays and extra statutory days will be shared equally between the job sharers. This may require an adjustment to work share patterns for a particular week.

Special Leave

Special Leave will be granted in accordance with National and Local Conditions applying to full-time employees.

Conditions of Service

There may be other conditions which will be subject to pro rata arrangements.

Statutory Sick Pay and Sickness Allowances

Job sharers will be entitled to Statutory Sick Pay and Sickness Allowance in accordance with National Conditions of Service. Prospective job sharers should check the effect of reduced average weekly earnings on Statutory Sickness entitlements.

Maternity Leave and Maternity Support Leave

Job sharers will be entitled to Maternity Leave and Maternity Support Leave in accordance with National Conditions.

Training Scheme

Job sharers will receive access to training opportunities on the same basis as full-time employees.

However, it is for the Departmental Manager to decide the mode of study, e.g. day release, evening classes, etc. that the department can accommodate. If day release was the option given and that day fell on the job sharers day off, then the job sharer would be expected to attend college in his/her own time.

Superannuation

New employees to the Authority appointed on a job share basis will automatically join the Local Government Superannuation Scheme. They may opt out if they wish in the same way as full-time employees may do.

Existing full-time employees who change to job share can continue to pay contributions unless they wish to opt out of the scheme.

Prospective job sharers are advised to check the effect of reduced payment on their Superannuation benefits. The administration of the Local Government Superannuation Fund for Gwent is located at Torfaen County Borough Council.

Allowances

- (a) Car Allowances where necessary will be granted in accordance with National and Local Conditions. In respect of the lump sum issued to Essential Car Users, job sharers will be treated in the same way as full-time employees on a pro rata basis
- (b) Job sharers whose posts attract essential/casual car user allowance may apply for car loans in accordance with the Council's Scheme
- (c) In the case of Subsistence Allowances/Travelling Expenses, job sharers will be covered by the conditions which apply to full-time employees
- (d) The Scheme for Relocation Expenses on appointment will apply to job sharers

Grievance and Disciplinary Procedures

Job sharers will be covered by the conditions as they relate to full-time employees.

C DENMEAD
HEAD OF HUMAN RESOURCES

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