

Additional Guidance on Job Sharing

1. Aim

The University supports job sharing in order to provide opportunities for those requiring part-time work for domestic and other personal or professional reasons, and as part of the University's commitment to equality and diversity.

2. Definition

Job sharing involves two people sharing the duties and responsibilities of one job, on the pay scale and conditions of employment applying to the particular post. The leave entitlements and other benefits of the job will be shared on a pro-rata basis. The responsibilities of the role are shared in full, with an element of contact and co-ordination between them. A job share means that resources (such as office space and equipment) are allocated for one person only.

3. Responsibilities

Under equality legislation, all posts should be considered for job-sharing. Failing to do so is likely to be indirect sex discrimination. Where job-sharing is appropriate, this should be specified in the advertisement.

Heads of Units have the responsibility for deciding which vacant posts in their Units are suitable for job sharing prior to advertisement, ensuring this is specified in the advertisement, where appropriate.

4. Recruitment and selection

Vacant posts

All vacant posts which have been designated by the Head of Unit as suitable for job sharing, will be advertised in accordance with the rules on internal/external advertisements. These advertisements will contain the statement 'This post is open to job sharing'.

Standard recruitment procedures will be followed and the normal principle of appointing the candidate/s who match the person specification will apply. No job share arrangement will be able to commence unless two suitable job sharers can be found. Job sharers selected for the same vacancy should be given the opportunity to meet each other once an offer is made and prior to acceptance.

5. Recruitment and engagement

Employees wishing to job share their own posts

An employee who wishes to job share their current role should apply by completing an agile working request in the system. The proposal will be considered by the line manager

and others, depending on agreed delegated authorities, who will assess all the implications for the team, department or unit. The individual will be advised of the decision as soon as possible.

Approved applications

Where an application is approved, the University will endeavour to recruit a suitable job share partner. The position will therefore be advertised either internally only or internally and externally simultaneously. If it is necessary, in order to recruit, the position will be advertised externally on at least two separate occasions. (For those posts which must be advertised internally only in the first instance, external advertisement will only follow if a suitable appointment cannot be made from an internal advertisement.) The position will be advertised specifically as a job share vacancy.

Potential job sharers will be expected to remain working their normal hours until a partner is found. If no partner can be found, the job share will not proceed. The existing employee will be given the opportunity to meet the candidates for the job share individually, to discuss the duties of the post, but will not normally be part of the selection process.

Joint applications

Where a joint job share application is received, the applicants should be assessed in the same way as other candidates. Joint candidates should not be interviewed together and their abilities to do the job should be assessed separately. Selection panels may consider it appropriate to appoint only one person from a joint application.

Employment conditions

Each job sharer will have a separate contract of employment. This will state clearly that the appointment is on a job sharing basis and will specify the terms and conditions of the arrangement.

Distribution of duties

The distribution of duties and responsibilities will be determined by the line manager in consultation with the sharers, and will take account of the particular skills and interests of the sharers, and the needs of the Unit. The overall responsibilities of the post should be shared by both job sharers.

Time split

- Only two employees will be allowed to share the post usually on a 50:50 split. The total hours must not exceed the agreed hours for the role;
- The preferred time split will be 2.5/2.5 days per week. This split minimises the overlap time needed (See Overlap and communications below) and provides the greatest continuity. However, line managers may agree to a time split of two days/three days, mornings/afternoons or any other combination within each week which suits the needs of the Unit and the job sharers;
- The agreed days and hours to be worked each week will be stated in the contract.

Overlap and communications

It is recommended in the interests of continuity and efficiency that an appropriate overlap period is built in to the contracted hours, e.g. in a 2.5/2.5 days per week time split, an overlap period of between 0.5 hour and 1 hour should normally be sufficient. Although personal contact is the most effective method of communication, job sharers may also use

briefing notes, voicemail, email etc. It may be necessary, on occasions, for job sharers to incur expenses (e.g. telephone calls outside office hours) where an overlap period is not possible. Approval must be sought in advance for any such arrangement.

Cover

A job sharer will not be expected to work extra hours to cover for the other sharer's absences from work. However, the line manager may offer them the opportunity to provide cover (see Overtime below).

Rates of pay

The salary will be on the appropriate scale for the post and will be pro-rata to the number of hours worked. Sharers may be appointed to different points on a scale depending on service, experience and, for existing employees, current salary point.

Overtime

Compensation for hours worked beyond the sharer's contracted hours at the request of the line manager will be in accordance with Terms and Conditions of Service.

Holidays

Annual leave will be calculated pro-rata to the full leave entitlement. Entitlement to public holidays and closure days (currently 11 in total) will be divided pro-rata to the hours each job sharer works and added to the annual leave entitlement. Any days which the sharer is on leave (including public holidays and closure days) will be recorded against this leave entitlement.

Promotion/additional incrementation

Job sharers have the same access to promotion as other staff, but will be considered for promotion and/or additional incrementation individually in accordance with the promotion criteria of the particular category of staff.

Training

Job sharers will have the same access to training as all other staff. Where training is a job requirement, time off in lieu or payment at plain time will be granted to Support staff, while attending training courses outside their contracted working hours. Where training is not a job requirement, staff will not be entitled to payment or time off in lieu while attending training courses outside their contracted working hours. However, the University will endeavour to arrange training during contracted working hours, where possible.

Where day release is a condition of appointment, job sharers will be entitled to paid time off pro-rata to the hours worked.

6. If a job sharer leaves

If one job sharer leaves, the following will apply:

- The remaining job sharer will be offered the option of working the full hours of the post.
- If the remaining job sharer does not wish to work the full hours of the post, the University will endeavour to recruit a suitable job sharer. The position will therefore be advertised either internally only or internally and externally simultaneously. If it is necessary, in order to recruit, the position will be advertised externally on at least two separate occasions.

- For those posts which must be advertised internally only, external advertisement will only follow if a suitable appointment cannot be made from an internal advertisement. The position will be advertised specifically as a job share vacancy.
- If no suitable applicant is appointed, every effort will be made to redeploy the remaining job sharer to a part time post in the University, under the redeployment procedures that apply to the particular category of staff.

7. Useful references

Agile Working Policy
Agile Working Guidance