



## **JOB SHARING POLICY**

<b>Title</b>	Job Sharing Policy
<b>Who should use this</b>	All Staff
<b>Author</b>	SAC
<b>Approved by Management Team</b>	
<b>Approved by Joint Board</b>	
<b>Reviewer</b>	<b>Head of Valuation Services</b>
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APPENDIX 1 – Application to Job Share

# **AYRSHIRE VALUATION JOINT BOARD**

## **JOB SHARING**

### **1 INTRODUCTION**

Within these notes Ayrshire Valuation Joint Board is referred to as “The Board.” South Ayrshire Council’s Human Resources and South Ayrshire’s Financial Services are referred to as Human Resources and Financial Services respectively.

Ayrshire Valuation Joint Board recognises that in order to deliver services to the required standard it is essential to ensure that the Board recruits and retains suitably qualified and experienced staff. Job sharing is seen by the Board to be a facility through which, under certain circumstances this can be achieved. In addition, the introduction of the Employment Act 2002, places a further duty on the Board to consider flexible working practices, and job sharing constitutes one of the ways this can be accomplished. The Board recognises that job sharing may provide opportunities for employees to balance work and home life more effectively, and will therefore encourage the creation of job sharing opportunities where this can be done without detriment to the provision of services.

In addition, the Board considers job sharing to be an important practice with regard to enhancing its Equality at Work Policy.

Ayrshire Valuation Joint Board also operate other flexible working practices, including part-time, flexi-time and term time working. Additionally, in response to the Employment Act 2002, the Board has a Flexible Working Policy, detailing rights for parents to request to work flexibly. For more information, please refer to the relevant Terms and Conditions of Service/Policy & Procedures.

### **2 JOB-SHARING - A 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 conditions of service shared on a pro-rata basis according to the hours worked by the job sharer, with the exception of public holidays as explained in paragraph (i) (10).

Subject to satisfying operational requirements an employee may hold appointments to two job-share posts. These job-share posts may be at different grades but must be within the same department. Additionally where two posts are shared then they should be connected through having a common immediate supervisor or manager.

### **3 ELIGIBILITY**

All established posts within the Board will be considered eligible for job

sharing unless the Assessor can show that job sharing of a specific post cannot be justified.

Accordingly where a post becomes vacant and is identified as being suitable for job sharing it will be advertised in the normal way but with the application form giving an applicant the opportunity to state that they wish to job-share.

#### **4 SHARING ARRANGEMENTS**

Job sharing partners will have separate contracts of employment which must cover the total number of hours that are required to be worked.

A post may be shared, by two persons on a split-day, split week or alternate week basis giving each employee a pro-rata share of the full-time hours of the post on either a morning/afternoon or 2/3 days alternate week basis. Other sharing arrangements or revisions of existing arrangements may be permitted and will be at the discretion of the Assessor.

Prior to recommending the filling of a post by two job sharers, the Assessor must ensure that agreement has been reached with the sharers of the hours and cycle to be worked and where appropriate, the division of tasks to be undertaken to meet the full-time requirements of the post.

The agreed arrangements will be included in each job sharers contract of employment.

If necessary or desirable, limited overlap periods may exist. This will be decided by the Assessor, taking into account the needs of the Service.

Where a permanent post is being filled temporarily, job sharing will only be possible where both sharers are available together for the duration of the actual contract period.

#### **5 WHERE AN APPLICATION FOR JOB SHARING IS RECEIVED FROM A FULL-TIME EMPLOYEE**

Any full-time employee may apply to job share. Applications should be put in writing to the Assessor, using form J/S 1- Application to Job Share. Within 28 days of receipt of the application, the employee will be advised that either the request has been agreed, or that a meeting is to be arranged to discuss the request. A decision must then be given within 14 days of the meeting.

#### **6 WHERE A REQUEST TO JOB SHARE IS AGREED**

Where the request is agreed, the employee should be informed in writing, including the agreed working pattern and the date the job-share pattern would begin. The approval of the request will result in a permanent change in the employee's terms and conditions, unless otherwise agreed. However, depending on the nature of the employee's work and the needs of the service, job sharing arrangements may be subject to a trial period of between 1 and 3

months, to be agreed between the manager and the employee before the arrangement is confirmed as permanent. If, at the end of the trial period, either the employee or manager deems the arrangement to be unsuitable, reasons must be given in writing and be based on a sound business case. If required, please seek further advice from the Board's Personnel Representatives.

Where an application is approved, an advertisement will be placed for the remaining portion of the post, stating clearly that it is a job sharing post. Normal procedures for advertising the post will be followed.

Until such time as a job sharing partner has commenced employment, the existing employee will continue to work full-time until he or she has completed what would have been contractual period of notice at that time. If, after advertising externally, the post remains unfilled, the employee will be asked if he/she will continue full-time working. If he/she cannot continue full-time, positive steps will be taken to redeploy the employee to an alternative post as a job sharing partner. If no reasonable alternative job share is available the employee will remain in his/her original post as part-time.

Exceptionally, where a member of staff is returning to work directly from maternity leave or long term sick (6 months or more) he or she need only give 21 days notice of job sharing instead of the contractual period of notice. After this revised notice has been given the procedures detailed in paragraph (5) above will be followed.

## **7 WHERE A REQUEST TO JOB-SHARE IS REFUSED**

There must be a justifiable reason for refusing an application, and reasons to refuse an application, and reasons to refuse a request to job-share are as follows:

- the burden of additional costs to the Board
- detrimental effect on ability to meet customer demands
- inability to re-organise work amongst existing staff or recruit additional staff
- detrimental impact on quality or performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes.

An employee must be given reasons for the refusal of a request to job share, and if required, have access to the Board's usual Grievance Procedure.

## **8 WHERE ONE PART OF A JOB-SHARE POST BECOMES VACANT**

Where one job sharer leaves the job shared post, the remaining job sharer will be offered the post on a full-time basis. If the post is to continue as a job share it will be advertised in the manner outlined at (3) above.

If, after advertising externally, the second part of the post remains unfilled, positive steps will be taken to redeploy the remaining job sharer to an alternative post as a job sharing partner elsewhere. If no reasonable alternative job share is available, the employee will remain in his/her original post, working the same number of hours with the same conditions of service.

## **9 CONTRACTS OF EMPLOYMENT**

Contracts of employment will include specific reference to job sharing conditions.

## **10 NOTEWORTHY CONDITIONS OF SERVICE**

All job sharing employees are subject to the terms and conditions of service as laid down and amended from time to time by Ayrshire Valuation Joint Board Scheme of Salaries and Conditions of Service. It is not the purpose of this document to detail conditions of service; however, the more significant conditions which apply are noted.

The full-time pay for a shared job is also shared on a pro-rata basis. As pay scales are incremental and based on length of service and qualifications held, it is possible that one job sharer may be paid a higher salary on the salary scale than the other job sharer.

Enhanced rates for additional hours will be made for authorised additional hours which are worked outwith the normal working hours for the full-time post being shared, eg, for standard hour posts additional work in the evenings or at weekends. In this connection enhanced rates will not be paid for additional hours worked to cover for an absent Job Share partner/vacancy even where the additional hours are worked outwith the normal working week until the individual Job Sharer exceeds the total weekly hours for the equivalent full-time post in terms of the appropriate Scheme of Conditions of Service for the category of employee, e.g, for APT&C Staff, 37 hours per week.

Otherwise enhanced payments for additional hours working will be made only when an individual Job Sharer exceeds the total weekly hours for the equivalent full-time post in terms of the appropriate Scheme of Conditions of Service for the category of employee, e.g, for APT&C Staff, 37 hours per week.

Where an employee holds two job share posts then enhanced rates will be paid at the rate applying to the post against which the overtime working has been done.

Other allowances (e.g. Shift Working Allowance, Irregular Hours Working allowance) will be paid to Job Sharers on a pro-rata basis.

Annual leave will be calculated on a pro-rata basis. As entitlement to leave is based on length of service, one job sharer may be entitled to more annual leave than the other.

Public and Statutory holidays are taken on fixed days of the year, and are to be shared on a pro rata basis. These holidays should be agreed with the job sharers and line manager so that the combined holidays do not exceed the full entitlement of equivalent full-time staff.

All job sharers will have the option to join or remain in the Superannuation Scheme.

Job sharers will have the same access to training facilities, including induction training, as full-time employees.

## **11 COVER FOR LEAVE PURPOSES**

Where one part of a shared post is unoccupied due to sickness, maternity or other leave, (but excluding annual leave), the remaining job sharer may be invited, but not required, to undertake additional hours up to and not exceeding the full -time hours of the post providing any additional expenditure can be met within the existing budget.

## **12 PROMOTION OPPORTUNITIES**

Existing job sharing employees may compete for promoted posts.

## **13 GRIEVANCES**

Any employee who is aggrieved by the interpretation or application of the Job Sharing Policy or Procedure as it affects them, is entitled to have access to the normal grievance procedure.

## **14 MONITORING ARRANGEMENTS**

In order to ensure that job sharing is operated in accordance with the Board's policy, the Assessor will review the policy on an on-going basis.



**FORM J/S1 – APPLICATION TO JOB SHARE**

<b>Section 1 – Personal Details</b>	
<b>Name</b>	<b>Employee No</b>
<b>Designation:</b>	<b>Work Location:</b>
<b>Home Address:</b>	<b>Home Telephone Number</b>
	<b>Business</b>

<b>Section 2 – Working Pattern</b>
<b>Please give details of your current working pattern (days/hours/times worked)</b>
<b>Please give details of working pattern requested: (days/hours/times)</b>
<b>Proposed Date of Commencement of New Working Pattern</b>
<b>Signature of Applicant:</b>
<b>Date:</b>

**NOW PASS THIS FORM TO THE ASSESSOR**



### **Note to the Employee**

You can use this form to make an application to Job Share under Ayrshire Valuation Joint Board's "Policy for Job Sharing".

You should note that under the policy, it may take up to 6 weeks to consider a request, and a further period of up to 12 weeks before it can be fully implemented. You should therefore ensure that you submit your application to the appropriate person well in advance of the date you wish the request to take effect.

Once you have completed this form, you should forward it to the Assessor (you might want to keep a copy for your records). The Assessor should arrange a meeting with you to discuss your request within 28 days of receipt of your application. If the request is granted, this will be a permanent change to your terms and conditions of employment, unless otherwise agreed.

### **Note to the Assessor**

This is a formal application to Job Share, made under the "Policy for Job Sharing". You have 28 days after the receipt of this application in which to either agree to the request or arrange a meeting with your employee to discuss the request.

The Job Sharing Policy is available for further guidance.