

JOB SHARE POLICY

EXECUTIVE MEMBER: Councillor John W Bowman
LEAD OFFICER: Darienne Law, Head of Corporate Resources
REPORT AUTHOR: Len Gleed, Human Resources Manager

Summary and Recommendation: That the Executive approve the recommendation from Personnel Panel and approve the proposed a Job Share Policy for the Council for adoption.

1. INTRODUCTION

1.1 The Council is committed, through its Equality Scheme, among other things, to:

- Ensure our publicity for vacancies does not unfairly restrict the range of applicants
- Support employees in making personal choices about their parenting, caring and work roles
- Support and enable flexible working to help employees who wish to do so balance their lives inside and outside work.

1.2 As stated in the introduction to the draft Policy, job sharing arrangements enable potential employees who do not wish, or are unable, to work full time, to have access to employment with the Council. Such arrangements also provide access for potential employees to a greater range of jobs than those identified as part time. Having a policy of the kind proposed therefore contributes to the Council's diversity agenda.

1.3 There is currently one job sharing arrangement operating in the Council.

2. PROPOSED POLICY

2.1 The Council has offered and successfully operated job sharing on a number of occasions in the past. As part of the ongoing review of human resources policies and procedures, the guidelines for managing such arrangements are the subject of the draft policy attached as Appendix 1 to this report

3. CONSULTATION AND NEGOTIATION

3.1 The proposed policy is supported by the Corporate Leadership Team. The Trades Unions have also been consulted, and their comments will be made available to the Panel.

4. FINANCIAL AND HUMAN RESOURCES IMPLICATIONS (INCLUDING SOURCES OF

FINANCE)

- 4.1 There proposed policy has no financial implications. The human resources implications are covered in section 1 above.

5. RECOMMENDATION

- 5.1 The Panel is requested to recommend the proposed policy to the Executive for adoption.

6. STATUTORY OFFICER COMMENTS

- 6.1 The Monitoring Officers comments are:

No comments on report or draft policy.

- 6.2 The Section 151 Officers Comments are:

All financial comments are contained in the report.

- 6.3 EIA Comments: An Equalities Impact Assessment has been carried out on this draft policy

List of Appendices: Appendix 1 – Draft Job Share Policy

List of Background Documents: None

List of Consultees: Corporate Leadership Team, Trades Unions, Cllr J W Bowman, Head of Corporate Services, Section 151 Officer, Monitoring Officer.



Appendix 1

Job Share Policy

Human Resources

Approved by Personnel Panel 08 11 11

1. INTRODUCTION

The Council wishes to recruit and retain the highest calibre of staff in order to provide the best possible service for residents of Copeland. Job sharing arrangements enable the Council to recruit and retain staff who do not wish, or are unable, to work full time, and provide access for potential employees to a greater range of jobs than those identified as part time. Having an active Job Share Policy also contributes to the Council's equality and diversity agenda.

2. PURPOSE

Job sharing involves more than one person undertaking the duties of a post which requires full-time hours. The hours required to carry out the relevant duties and responsibilities are divided between the job sharers and each receives a proportion of the full time salary, annual leave and any benefits. Job sharing differs from a part-time appointment in that a part-time post requires less than full-time hours and is normally filled by an individual. Usually a job share will be undertaken by two people although it is possible for there to be more than two. Job share normally applies to full-time posts although it is also possible for more than one person to undertake a part-time post as a job share.

3. PRINCIPLES

Job sharers are jointly responsible for the completion of the duties and responsibilities of the shared post. They remain, however, individually responsible for their own actions whilst on duty. Job share partners will co-operate with each other to ensure the continuity of the service they provide. This will include ensuring the adequacy of handover arrangements.

4. JOB SHARE POSTS

Job sharing can only operate in situations where suitable job share partners are available and willing to operate the arrangement. Any post within the Council should be presumed suitable for job share unless there are specific operational or business reasons which make job sharing impractical or undesirable. Managers considering refusing a request for job share should consult a Human Resources Officer to consider options and to ensure fairness and consistency within the Council.

5. REQUESTS TO JOB SHARE FROM CURRENT EMPLOYEES

Staff, individually or jointly, who wish job sharing to be considered should discuss the feasibility with their Manager, and they may also consult a HR Officer for advice about contract arrangements. It should always be borne in mind that, as stated in Section 4 above, job sharing can only operate in situations where suitable job share partners are available and willing to operate the arrangement. Employees wishing to job share on return from Maternity Leave should notify their Manager at the earliest opportunity (at least 3 months before the proposed job share is to start) to enable the Manager sufficient time to find a suitable job share partner. Only when a suitable partner has been found will it be possible for the job share to commence. If a suitable job sharer has not been found before the employee is due to return, they may be required to return to work for their previous number of hours until a solution can be found.

6. RECRUITMENT TO JOB SHARE POSTS

Applications will be considered from individuals and from job share partners. Each applicant should mark clearly on their application form that they wish to be considered as a job share; whether they are applying as one half of a pair; and if so, who their proposed job-share partner is.

Recruitment will proceed in accordance with the Recruitment and Selection Policy. Each candidate will be interviewed separately.

7. CONTRACTUAL ARRANGEMENTS AND TERMS AND CONDITIONS

Each party to the job share will have a separate contract which will indicate that it is part of a job share. Individual entitlements will be pro-rated as appropriate. Job Sharer's contracts will include a clear description of the potential consequences of the job sharing arrangement becoming unviable, particularly in the circumstances described in paragraph 7(ix) below.

(i) Pay

Each job sharer will be paid the rate of pay within the grade of the post, pro rata to the hours they work. Incremental progression will be on an individual basis within the grade.

(ii) Hours of Work

Individual hours of work will be agreed between the job sharers and their Manager. Job share partners will not necessarily work the same number of hours. Hours of work will normally incorporate a 'changeover' period to ensure continuity of the job, but total hours worked will not exceed the full-time hours for the post. The total hours of the post will be covered which includes any unsocial hours or on-call commitments. Any change of hours within the job share agreement must be agreed with both parties and the Manager concerned.

(iii) Additional Hours

Where one partner is working additional hours e.g. if they have agreed to cover their partner's sick leave, they will either be given time off in lieu or be paid at the normal rate up to the whole time equivalent number of hours at the manager's discretion. However, each case will be dealt with on an individual basis and will need to be authorised by a Head of Service or the HR Manager in advance.

(iv) Annual Leave

Annual leave will be calculated on a pro-rata basis according to the number of hours worked. Where staff are entitled to additional long service leave, this is awarded on an individual basis.

(v) Public Holidays

Job sharers will share any worked public holidays according to the proportion of full time hours which they work.

(vi) Sick Pay

Individuals are entitled to sick pay providing they satisfy the qualifying conditions detailed in the NJC Green Book regarding Sickness Scheme.

(vii) Learning and Development

Job sharers will be treated no less favourably than other staff in relation to their learning and development needs.

(viii) Performance Management

The normal appraisal process will apply to individual job sharers so that they are assessed for their individual performance as with other staff members. There will also be a need to appraise the job share itself so that both parties share an understanding of the past and future requirements of the job share.

(ix) Resignation

If one job share partner leaves and the remaining job share partner does not want to work full-time, the following procedure will be followed:

- a. an assessment of the needs of the Council will be carried out through the Workforce Management process to ascertain whether full-time coverage is required,
- b. Depending on the outcome of Step a above, , the vacant half of the job share post will be advertised,
- c. if a suitable job share partner cannot be found, a search for alternative work will be implemented for the remaining job share partner, and
- d. if it is clear that full-time coverage of the job is necessary, if all the above procedure has been carried out and it is still not possible to either find a replacement job share partner or find the remaining job share partner a suitable alternative post, the only option open to the Council will be to dismiss the remaining job share partner. This further underlines the need to have a clear justification for requiring the duties to be carried out over full-time rather than part-time hours.

8. FURTHER INFORMATION

Any queries or requests for further information on the job share scheme or part-time working in general, should be directed to the Human Resources service.