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Job Share Scheme **Policy**

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CONTENTS

1. Statement Of Intent.....	1
2. Implementation	1
3. Recruitment.....	1
4. Appointment.....	2
5. Job Share Conditions Of Service	3
6. Termination Of A Job Share	5

1. STATEMENT OF INTENT

Rhondda Cynon Taf Council is an employer striving towards equality of opportunity. The Council is committed to maintaining a job share policy.

All established posts within the Council are considered eligible for job sharing unless a Chief Officer can show that job sharing of a specific post would not be justified. The Director of Human Resources shall receive a written report if a job share status be withdrawn within ten working days of that withdrawal.

The agreement will apply to all Council employees.

Job sharing occurs when a conscious decision is made to divide all the duties and responsibilities of a full time post between two or more people with the full-time salary and accompanying conditions of service of the post being divided proportionately between the job-sharers.

2. IMPLEMENTATION

Any job-sharing arrangement will remain as a whole time post on the Divisional establishment.

Every existing established post will be eligible for consideration for job sharing.

3. RECRUITMENT

All vacant posts shall be assumed suitable for job sharing. When a post becomes available the following recruitment procedure will apply:

- (i) the post will be advertised internally and where appropriate externally, as a vacancy suitable for job sharing
- (ii) applicants who indicate at time of enquiry they are interested in job-share should receive details of the specific requirements for shared working arrangements and be given copies of this procedure
- (iii) all candidates who wish to job share will be interviewed separately
- (iv) prospective job-sharers will be given the opportunity to meet prior to an offer of appointment(s) being made

Where an existing full time employee applies for his/her post to be converted to job-sharing and this is approved, the following recruitment procedure will apply:

- the post will be advertised internally and if appropriate externally, as a vacancy for a job share partner

- short listed candidates will be given the opportunity to meet the existing postholder in advance of a formal interview
- all short-listed candidates should receive details of specific requirements for working arrangements and be given copies of this procedure

If after advertisement and/or interview no suitable job-share partner is found, then the post should be re-advertised. If, after a reasonable period of time (no less than three months, no more than six months) no suitable partner is found then the following procedure will apply:

- if the post had not previously been a job-share, then the existing employee should be informed that there is no possibility of job share and he/she will continue on the original contract and hours.

If the post had previously been a job-share:

- then the remaining employee should be given the option of either agreeing to permanently work additional hours up to the total hours of the established post

or

- redeployment to another vacant job share

or

- redeployment to a vacant part time post with accompanying terms and conditions

or

- if all other options are exhausted, the appointment of the remaining job sharer will be terminated with due notice.

4. APPOINTMENT

Once a suitable job-share partner has been identified by interview and it has been decided to offer the post, no formal appointment shall be made until a specific individual agreement on working arrangements and allocation of duties has been reached. Such an agreement must be in writing and shall be made between two job-share partners and the relevant Chief Officer.

The individual job-share agreement shall take into account the following:

- operational requirements and constraints
- the type of work involved
- the special skills, knowledge and abilities of the job-share partners

The individual job share agreements (between job share partners) shall contain the following:

- the split of hours between partners (see following paragraph)
- the need for and length of hand-over period between partners
- the maintenance of a job sharers' log
- annual leave constraints
- public holidays and annual leave pro-rata arrangements
- degree of supervision
- allocation of duties and distribution of work
- such other items as need to be determined in writing

Job share hours may be split as follows:

- week on/week off basis
- divided week
- mornings/afternoons

If an existing full time employee is moving to a job share, then full details of the effect of the move on his / her pension must be provided in writing.

If no formal agreement on the individual job-share can be reached, then appointment(s) shall not be made. Paragraph 3.3 will be reverted to and the post(s) shall be re-advertised.

If at any time a job-sharer wishes to apply for promotion to a full time advertised post, s/he shall be permitted to compete on equal terms with all other applicants.

5. JOB SHARE CONDITIONS OF SERVICE

Job-sharers shall be appointed on individual contracts of employment. The job-share arrangement will form part of the contract of employment.

Where a post is converted from full-time to job-share at the request of the existing postholder, then an amended contract of employment shall be issued. This will retain any service-linked entitlements re-calculated pro rata to the revised hours.

Job sharers will be individually responsible to the relevant Directorate for their own duties and attendance.

Job sharers will be paid the appropriate rate of pay for the post, calculated pro-rata to the actual number of hours worked.

Job sharers who are required to work in excess of contractual hours shall qualify for time off in lieu or the appropriate payment. The Chief Officer shall determine this at the time of appointment.

All entitlements associated with length of service (e.g. sick pay, long service leave, maternity leave) will be calculated on an individual basis and applied pro rata to the hours worked.

Annual leave, Bank Holidays and extra statutory days will be applied pro rata to the hours worked.

There will be no compulsory requirement on a job-share partner to work additional hours to cover his/her partner's short-term absence due to sickness or leave. If an individual agrees to work additional hours, either; payment will be made or time off in lieu will be given. The Chief Officer shall make the decision at the time of appointment.

The grading of the job share post will relate to all sharers employed against it. Any review of the grading of a post will consider the whole post and not the duties of an individual employed against part of the post.

Pending the engagement of a job-sharing partner or during long-term absence of a job-share partner due to sickness or maternity leave, temporary cover arrangements will be considered as follows:

- the remaining partner may agree to work additional hours up to the total established post
- a temporary job share partner may be appointed to cover the balance of the hours
- other arrangements may be made as appropriate.

If no cover arrangements are made, no adjustment will be made to the terms of the individual job-share agreement without the job-sharer's consent.

The job-share partners and the relevant Directorate must agree any variation to the individual job-share agreements. They must be entered in writing on the document and counter-signed by the appropriate Chief Officer.

6. TERMINATION OF A JOB SHARE

If one partner in an existing job-share wishes to terminate their job-share by applying for another post or ceasing work, then the appropriate Chief Officer, shall have the right to review whether the job-share shall continue. A written report must be provided to the Director of Human Resources in the event that job-share status be withdrawn.

In the event of an alteration in operational requirements, the Chief Officer, in consultation with the Director of Human Resources, will retain the right to terminate the job-share agreement by three months notice to both job sharers. In such an event every effort shall be made to find suitable alternative employment within the Council.

Further advice can be obtained from Human Resources.

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