

SUPPORTING THE WORK-LIFE BALANCE (B) Job Share Policy

1. Introduction

Greater Glasgow Health Board (NHS Greater Glasgow & Clyde) is committed to equal opportunities and the promotion of flexible, employee friendly, working practices for all employees. By implementing this job share policy, the Board aims to create an environment that will allow all employees to utilise their skills, talents and experience and thereby allow it to both recruit and retain a well-motivated and committed workforce.

This Board will actively promote job sharing by ensuring that all job advertisements state that applications will be welcomed from candidates seeking a job share opportunity.

Job sharing represents an opportunity for employees to work fewer hours while maintaining their career prospects and personal development.

Job share is designed to increase the variety and seniority of work available to those not seeking full-time employment, without reducing the number of full-time jobs in the organisational structure. It is intended to:

- increase the pool of labour from which the Board can draw staff;
- increase employment opportunities for people committed to caring for children, partners, or other relatives;
- make it easier for employees returning from maternity leave to cope with career and family, thus retaining the benefits of their skills and experience;
- enable existing employees to reduce working hours (e.g. for personal/domestic reasons; as a pre-retirement option etc);
- improve possibilities of career development for people who do not work fulltime;
- allow employees to broaden their experience and increase job satisfaction by undertaking a wider range of responsibilities at work; and
- allow employees to pursue outside interests.

2. How Job Share Might Arise

Job sharing can be introduced into a post in a number of ways:

- An existing employee formally applying to management for a job share arrangement to be agreed in respect of the post they occupy.
- An internal application being made by an employee to share a post.
- A joint internal application being made by two or more existing employees as a unit to share a post.
- An external application being made by a candidate to job share a post.
- A joint external application being made by two or more candidates as a unit to job share a post.
- Two or more separate applications being made, whether internal or external, which can be matched together to form a job share unit.

3. General Principles

3.1 Eligibility

The opportunity to request a job share is open to all employees, as well as to prospective employees, irrespective of the grade or level of the post.

3.2 Sharing of Duties

The sharing of the duties and responsibilities of a post may take several forms. The aim in all cases is to ensure the most efficient means of operation. Division of duties may be into projects, tasks, and clients or merely time, as the case may be.

Great care should be taken not to confuse working arrangements with the job description. Although the duties may be divided, the overall responsibility must be shared. One partner should not be able to monopolise the most prestigious areas of work.

The partners should always be in a position to claim that at some time each had fulfilled the duties and responsibilities of the whole post.

Hours should be organised to suit both the service and the employees. However, it is understood that the hours/days/weeks agreed with either job sharer should always be such that should a part vacancy occur, the working arrangement to be advertised will form a sufficiently viable package to attract new applicants.

3.3 Women Returning From Maternity Leave

Women returning from maternity leave particularly benefit from job sharing. It may enable them to adjust their work patterns to their changing lifestyle circumstances following the birth of the baby(s). It will mean that the Board will retain their services and the skills that may otherwise be lost. For those employees who are on maternity leave and who wish to job share the following procedure applies.

- An employee should notify their manager in writing at the earliest opportunity (but at least two months prior to the return to work date) given notice of their wish to job share. This notification requirement must be made clear to the employee before she commences maternity leave.
- If the job is felt to be unsuitable for job sharing the manager will seek to find an agreed alternative job share. Two months prior to returning from paid maternity leave the employee will receive copies of the organisation's Jobs Bulletin and can apply for job share vacancies.
- Pending return from Maternity Leave the employee may wish to consider the use of unpaid maternity leave to allow the manager more time to find a suitable job share. The requirement to return for three months to retain maternity pay applies equally to women returning from maternity leave on a job share basis and will commence at the date of return.

4. Terms and Conditions

The general spirit and intention of the scheme is that all terms and conditions of service should be applicable to job sharers on a pro-rata basis.

4.1 Contract of employment

Each partner to a job share will hold an individual contract of employment. The postholder's job title will be that given to the established post with the endorsement "(job share)" - for example: "Medical Secretary (job share)".

The hours to be worked will be individually stated for each partner to the job share.

4.2 Rate of Pay

Pay rate will be pro-rata to the salary grade for the number of hours worked. Commencing salary and increments will be determined in accordance with NHS terms and conditions.

4.3 Annual Leave

The standard annual leave entitlement under NHS terms and conditions of service will apply pro-rata to the number of hours/days worked.

4.4 Public and Extra Statutory Holidays

Public and statutory holidays will be agreed between the job share partners and their line manager to ensure that a pro-rata division is maintained and legislative entitlements honoured.

4.5 Sick Pay

Job sharers shall have applied to them the provisions of the appropriate NHS terms and conditions of service pro-rata to the number of hours worked.

4.6 Maternity Leave

Job sharers shall be entitled to the appropriate NHS terms and conditions relating to maternity leave. Payment will be applied on a pro-rata basis.

4.7 Changeover/Overlap Arrangements

Where continuity is regarded as an essential requirement of the job share, such arrangements must be achieved within the normal established total hours, subject to management discretion.

4.8 Car Allowances

Entitlement to car allowances will be determined according to the nature of the post. Full entitlement will be payable to each car user.

4.9 Car Leasing

Individual job sharers who are eligible can apply for a car under the Board's leasing scheme.

4.10 Superannuation

All job sharers will be able to join the NHS Superannuation Scheme. However, because job sharers are on reduced pay this also means that they will pay less into the fund and in turn will get lower pension benefits for the period of the job share. Jobs sharers should consult the Scottish Public Pensions Agency to discuss their particular circumstances.

4.11 Overtime

Overtime will be payable if an individual job sharer works more than the full time hours per week for the post (following management approval).

4.12 Training

Job sharers shall have access to training opportunities on the same basis as full-time employees with respect to day release qualification courses (e.g. if a course requires full day release, half a day shall then be credited to working time and half a day shall be taken in the job sharers own time).

In respect of work related training courses, job sharers will be paid only where attendance coincides with their normal working hours. However, where training takes place on a day when a sharer does not normally work they should be allowed time off in lieu.

4.13 Notice Periods

Normal notice periods will apply.

5. Selection Procedure

Where a job share request is approved, the post holder will continue at full time hours until a job share partner is found. If a job share appointment to the "part" vacancy cannot be made within three months from the day of the first advertisement, the post holder will remain at full time and the job share cannot be progressed. Under these circumstances, full consultation will take

place with the job sharer and his/her trade union/professional organisation representative and attempts will be made to redeploy the remaining job sharer into another suitable post.

Where a job share is approved, it will be the responsibility of those involved in the selection process to ensure that the skills and the experience of the prospective job sharers are sufficient to undertake the full duties of the post, as detailed in the person specification.

Each job share applicant will be required to complete an application form for the post and each shortlisted candidate will be interviewed separately in accordance with normal recruitment practice.

Where appropriate, according to the nature of the post, job sharers seeking a partner through advertisement will be given the opportunity to meet shortlisted applicants before the interview. This will in no way constitute part of the recruitment process.

Job sharers shall be treated in the same way as full-time employees in relation to promotional opportunities.

6. Termination/Resignation

In the event of the resignation of one job share partner, the vacancy shall not be advertised until the remaining sharers have been offered the opportunity to take up the remaining hours.

7. Working Arrangements

There are various ways in which the working week may be divided for job sharers. Possible options include working on a half-day basis, a half weekly basis or alternating days. As far as possible, working hours must be agreed by job sharers and line management. In normal circumstances job sharers will not be required to cover their partner's absences, though they may opt to do so in specific instances.

The working patterns of job sharers shall not be altered without full consultation and after attempts have been made to reach agreement.

8. Individual Responsibility

Each job sharer is responsible individually for the satisfactory performance of his/her own duties. They are not responsible for their partners' conduct and

capability and, for the purposes of the disciplinary and grievance procedures, job sharers will be treated individually.

9. Monitoring, Review and Evaluation

The application of this Policy will be monitored jointly by the Director of Human Resources and the Area Partnership Forum to ensure equitable treatment of all employees.

The Board is required by Law and under the European Union Employment regulations, to gather monitoring information relating to ethnicity, religion and faith, sexual orientation, age, disability and gender for all aspects of employee relations.

You may be asked for information relating to the above in connection with this policy.

You do not have to give the monitoring information if you do not wish to. However, for some of the above diversity strands it is a legal requirement that we ask you for it, and good practice to ask for monitoring information for all diversity strands.

Any equalities monitoring information will be held separately and not used to inform any proceedings that occur in relation to this Policy.

The operation of this Policy will be regularly reviewed by the Area Partnership Forum to ensure its continued effective operation, and formally no later than 30th June 2009.