

JOB-SHARING

A. INTRODUCTION

- A.1 It is Management Committee policy that job-sharing be considered when any new post is created or job vacancy is to be filled in the Association (MC 25.4.84).
- A.2 The following points should be borne in mind when considering job-sharing -
- a) The essence of job-sharing is that it is the division of a full-time job into two permanent part-time jobs, with the sharers being jointly responsible for the full-time post and receiving the full-time benefits pro-rata.
 - b) In general terms, only full-time jobs will be eligible for job-sharing and jobs will not be shared by more than two people.
 - c) As far as the Contract of Employment is concerned, all job-sharers are considered to be in continuous employment and eligible for certain employment rights if they work at least 16 hours per week (and even if they work 'week-on week-off' provided at least 16 hours per week is worked during the 'week-on' period).
- A.3 The following specific points should be noted when considering job-sharing and form the criteria upon which any consideration is based and decisions are made concerning whether or not a post could be job-shared -

B. PAY

- B.1 The full-time wage will be shared pro-rata.

C. HOURS

- C.1 The hours worked should be set by Solon Wandsworth. It should be noted that a job can be shared by two people doing 2.5 days each per week; one doing mornings and the other afternoons; or by each sharer doing alternate weeks.
- C.2 Each job-sharer should overlap their hours for Workers Meetings. Eligibility to stand for the WEC would depend on the hours worked.

D. OVERTIME

- D.1 Any overtime is treated in exactly the same way as for full-time staff, i.e. with time-off in lieu or with paid overtime in exceptional circumstances.

E. HOLIDAYS

- E.1 The annual paid holiday is pro-rata that of a full-time employee but the actual holiday allowance is the same, i.e. if someone works 17.5 hours per week they get 29 days annual leave at 17.5 hours pay per week.
- E.2 The usual approach towards public and statutory holidays is for them to be added together in any one year and shared evenly between the job-sharers.

F. MATERNITY AND PATERNITY LEAVE

- F.1 This is dealt with on a pro-rata basis, i.e. the job-sharer will be entitled to maternity pay for the first 18 weeks of pregnancy leave like full-timers, but on their particular rate of pay (pro-rata).
- F.2 The same applies to Paternity Leave.
- F.3 The remaining job-sharer should be involved in choosing a temporary replacement for the sharer on Maternity Leave.

G. NOTICE PERIODS

- G.1 These will be the same as in the Contract of Employment for full-timers.

H. TERMINATION OF ONE SHARER'S EMPLOYMENT

- H.1 If one job-sharer leaves, the other job-sharer will be offered the full-time post. If this is not accepted, Solon will advertise the job-share. If this is not filled, Solon can advertise the full-time post and will make every effort to ensure that the remaining job-sharer is moved to a comparable position. The remaining job-sharer should be involved in the interviewing and selection of a new job-sharer. This whole procedure might be very difficult for Solon as a small organisation to implement, and this should be made clear to sharers on appointment, but in any event it will be attempted to ensure that the remaining job-sharer's terms and conditions of employment are not adversely affected in any way.

I. TRAINING

- I.1 Job-sharers should receive the same benefits as full-time employees. Therefore, training should be provided, as far as is possible, on days normally worked. If this cannot be done, job-sharers will be allowed time off in lieu for extra hours while they are training during time outside of their agreed work patterns EXCEPT for qualification courses which may require attendance outside normal full-time hours for staff (only hours within Solon's normal working hours will be allowed as time off in lieu).

J. CHANGEOVER AND OVERLAP TIME

- J.1 If both workers have to be at certain meetings, i.e. Workers Meetings, this might mean that the equivalent period of time will not be covered elsewhere in the working week OR that a lot of time off in lieu will build up. It is more usual for a gap to be left or the job-sharers will always be working more than their contracted working hours and, consequently, constantly taking time off on lieu to compensate.

K. SICKNESS PAY

- K.1 Again, this is dealt with on a pro-rata basis as far as occupational sick pay is concerned, i.e. 6 months sick leave on their rate of pay after one years employment. Where employees are dependent on Statutory Sick Pay the amount depends upon weekly pay. However, 'qualifying days' should be counted as all week days so the job-sharer does not lose out by having to wait longer before being entitled to SSP.
- K.2 In the event of a job-sharer taking long-term sick leave, the remaining job-sharer should be involved in choosing a temporary replacement.

L. PENSION SCHEME

- L.1 the Management Committee, after considering recommendations from the Workers Meeting, briefs the Interview Panel as to the qualities necessary in a person filling the post. At this point, the Interview Panel should consider whether or not the post in question can be successfully job-shared and discussion of the issue should be minuted so that the reasons for any decision can be clearly seen.