

SOLIHULL MBC

JOB SHARING

(SCHOOL BASED EMPLOYEES)

**Guidance for Headteachers
and Governors**

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JOB SHARING

TEACHING AND NON TEACHING STAFF

GUIDELINES FOR HEADTEACHERS/GOVERNORS

1.1 Introduction

Job sharing can be a positive contribution to the recruitment and retention of employees. These guidelines have been drawn up in order to facilitate the consideration of job sharing in Solihull schools as part of flexible working arrangements which may encourage the recruitment and retention of a wider pool of skilled staff and help avoid redundancy situations. The guidelines aim to:

- ❖ promote the concept of job sharing
- ❖ outline the general principles of job sharing

1.2 WHAT IS JOB SHARING ?

Job sharing occurs when duties and responsibilities of (usually) one job are divided between (usually) two people with the pay benefits of the job divided proportionally to the hours worked.

1.3 HOW IS JOB SHARING DIFFERENT TO PART-TIME WORK?

Job sharers enjoy the same benefits as full time employees. These advantages may not be guaranteed for part-time employees.

Job sharing can offer the opportunity of skilled and rewarding employment to those people who choose or are only able to work reduced hours.

1.4 WHICH JOBS ARE SUITABLE FOR SHARING?

There are three main events which can trigger the consideration of a post for job sharing:

- (i) When an existing post becomes vacant
- (ii) When an employee or employees make a request to share a job
- (iii) When it will help to avoid redundancy

In considering the suitability of the post for job sharing the following must be taken into account:

- ❖ the operational feasibility of job share taking into account the requirements of the school.
- ❖ consultation and discussion with colleagues affected by job sharing.

1.5 HOW DOES JOB SHARING WORK?

Jobs may be divided in different ways, sometimes giving each job sharer the same duties and responsibilities and sometimes different ones.

There is usually an inter-dependence between job sharers which can necessitate regular communication.

Communication between sharers may be essential to keep in touch with all parts of the job and to maintain consistency. Crossover times between sharers may need to be set up to facilitate this communication.

2.1 WHAT ARE THE POTENTIAL BENEFITS OF JOB SHARING?

- a) Retention of trained and experienced staff who are able to work reduced hours.
- b) Recruitment of skilled people who are able to work reduced hours, particularly valuable in skill shortage areas.
- c) Greater continuity – if a full time employee is on sickness or maternity leave the work stops unless temporary cover is found. Job sharing means that the proportion of the work will continue and offers the flexibility that the remaining sharer may agree to provide full time cover for an agreed period of time.
- d) Job sharing can help workers ease into retirement (although there are pension implications in this which would need to be investigated).
- e) Peak period cover – where a job has concentrated periods of activity it may be possible for both sharers to work during peak times and be off duty in slack times (except in exceptional circumstances this applies to non-teaching staff only).
- f) Wider range of skills – two people sharing one job may have different areas of specialised skill and knowledge which can complement and reinforce one another.
- g) Greater flexibility – it can be an advantage to have two employees, e.g. two different meetings can be covered at the same time.
- h) Energy – it is possible that working reduced hours can help people to maintain a fresh, energetic approach, creativity and output and may help reduce stress.

- i) When a reduction in the available workforce is predicted job sharing will enable a source of trained, experienced employees in the ensuing years.

3.1 FILLING JOB SHARE VACANCIES – FACTORS FOR CONSIDERATION

- i. Does the job involve two people undertaking the whole job or can the job be split into separate components with components being apportioned between sharers.
- ii. Advertisements for potential job share post will contain the information that applications are welcomed from people interested in job sharing.
- iii. Applications from potential job sharers will be considered on their merits and on an equal level with those from “Full Time” candidates. It is not necessary for job share candidates to make applications with a possible partner. Joint applications will be considered.
- iv. Information on job sharing should be included in the recruitment information package.

2.1 WHEN EMPLOYEE(S) APPLY/APPLIES TO SHARE A JOB

Job sharing may be a choice for existing full time employees who wish to work reduced hours.

Applications may be made by:

- ❖ an employee who wishes to share his/her current job. In this example the other half of the job needs to be advertised.
- ❖ two employees holding the same type of jobs may apply to share one of these jobs. In this example the two employees applying for job share must be occupying comparable jobs and undertaking similar work activities. This may result in a further vacancy which can be considered for job sharing.

2.2 FOR CONSIDERATION WHEN EMPLOYEES APPLY TO JOB SHARE

When an application is received from a member(s) of staff wishing to job share it will be necessary to consider:

- a) does the job involve:
 - i. two people jointly undertaking the duties of the whole job or
 - ii. the job being split into two separate components with the duties also being apportioned between two sharers.
- b) the hours of work/ work pattern which will apply

- c) can one sharer commence working on the reduced hours while the vacant half is advertised or is this dependent on the other sharer being read to start.

2.3 APPLICATION PROCEDURE

An employee(s) wishing to convert the post to job share should make written application to the Headteacher. The application should set out the preferred hours and the reason for the proposal. The Headteacher will arrange to discuss the application with the individual within two weeks of its receipt and the Governing Body will confirm the decision in writing to him/her and the reasons for the decision within half a term of the request being formally presented.

Employees have the right to pursue a grievance in the event of the request being refused, in accordance with the formal Grievance Procedure Appeal arrangements (para 2.7 – Teachers)

2.4 WHEN CAN AN EMPLOYEE START JOB SHARING?

Heads will, in all cases, have to take into account the requirements of service delivery, the anticipated period of recruitment and the employee's domestic circumstances (where appropriate).

The employee will normally be expected to remain in the full time post until a partner is found. However, if this causes difficulties to the employee, due to urgent personal commitments, a date may be negotiated between the Headteacher and the employee.

2.5 WOMEN RETURNING FROM MATERNITY LEAVE

Employees who are on maternity leave and wish to job share on their return should apply for their job to be shared at least three months prior to their return date. This must be made clear to the employee before she commences maternity leave.

If the sharing is approved but no suitable partner can be found by the date of return, then the employee would be expected to return to work full time until a partner is found. However, it is at the discretion of the Headteacher if he/she is willing to allow the employee to work the reduced hours on return even if a partner has not been recruited.

In order to retain maternity pay women returning from maternity leave on a job share basis are required to return to work for the part-time equivalent or three months full-time.

5.1 PROCEDURE WHEN ONE JOB SHARER LEAVES

If one sharer leaves, the Board of Governors or their representative will (unless there are exceptional circumstances) offer the full time job to the remaining sharer. In such circumstances it is not necessary to advertise the job. The remaining sharer should be able to make a decision on full time working at the end of six working days. However, it may take a longer period for the employee to make the

necessary adjustments in order to commence full time work due to personal commitments (e.g. caring responsibilities).

If the remaining partner does not wish to work full time every effort should be made to fill the vacancy including external advertisement if necessary.

Pending the appointment the remaining employee may consider temporarily working full time, if requested by the Headteacher, for which he/she will be paid plain time rate for the additional hours worked. This is an entirely voluntary arrangement on the part of the employee. Temporary employment to cover the vacant hours may also be considered until a replacement is found.

If, however, no suitable partner can be found within a reasonable period, the following options can be considered:

- i. The remaining partner's job share post can be redefined as part-time and an appropriate contract issue. A further part-time post, covering, the responsibilities of the unfilled half of the post can be advertised;
- ii. If the remaining employee's contract has eventually to be terminated the appropriate period of notice will apply. During the notice period efforts should be made by the school and the LEA to redeploy the employee to a suitable post.
NB. This does not constitute a redundancy situation.

6 WORKING ARRANGEMENTS

6.1 PATTERNS OF WORK

The examples of work that job sharers may usually be expected to use are:

- ❖ split day – one sharer works each morning each week while the other works each afternoon
- ❖ split week – one works the first half of the week while the other works the second half
- ❖ alternate weeks – one works one week while the other works the next week
- ❖ a combination of mornings and afternoons chosen to fit the school timetable, which may include times when both sharers are present or neither, and which may vary from one year to the next (except in exceptional circumstances this will apply to non-teaching staff only)

Other patterns of work may be negotiated between the Headteacher and the sharer.

Many aspects of employment legislation apply to persons employed for a minimum of 16 hours (or to persons who have worked between 8 and 16 hours for 5 years minimum)). It is therefore recommended that job sharers work a minimum of 16

hours per week. Employees who undertake a job share which involves less than this number of hours will be asked to acknowledge formally the limitation of employment rights.

6.2 OVERLAP TIME

Good communication between partners may be essential for job sharing to be successful. This may require a crossover or overlap time between sharers. Other methods may include the use of written notes, dictating machines etc.

The total hours worked by sharers should not exceed those of the full time job. (In the case of teaching staff this refers to 1265 hours as contained in the Pay and Conditions Document).

7 CONDITIONS OF EMPLOYMENT

a) Contract of employment

Salary and conditions of employment for APT & C Staff job sharers will be pro rata to hours worked.

Each job sharer will hold an individual contract of employment.

b) Post Number, Title and Job Description

Each partner to the job share will have the same job title, which will be the title of the established post with the endorsement (Job Share). They will also have the same post number (suffixed A or B). Each sharer will have their own copy of the job description.

c) Probationary Period – Non Teaching Staff

For new employees recruited into a vacant job share post the probationary period will be six calendar months in line with new full time employees.

d) Salary

The salary applicable will be on the scale approved for the post but pro rata to the actual hours worked.

Individual sharers with different ages, experience and length of employment may be appointed at different salary points within a defined scale but incremental progression both may achieve the maximum of the scale. Arrangements for progression are those contained in the Teachers' Pay and Conditions Document.

e) Working Time – Teachers

The normal working time for teachers will be calculated pro rat of 195 days per academic year of which 5 are "teacher" days.

f) Annual Leave – Non Teaching Staff

Annual leave entitlement is calculated pro rata to the hours worked. Entitlement is based on the individual's length of service.

g) Bank Holidays – Non Teaching Staff – 52 Week Employees.

Public, statutory and concessionary days should be shared between the job sharers pro rata to the individual hours worked by mutual consent and with the agreement of the Headteacher.

h) Overtime – Non Teaching Staff

In posts where overtime is applicable, hours worked in addition to the sharer's normal hours will be paid at plain time. Premium rates will only be paid where the individual exceeds the normal full time hours of the post.

i) Car Allowances

Sharers occupying a job for which a car user allowance is normally payable are able to claim the relevant mileage rate.

j) Sick Pay

Job sharers are entitled to the same provisions regarding sickness payments and entitlement as full time employees pro rata to the hours worked.

k) Maternity Leave

Job sharers are entitled to the same maternity provisions as full time employees provided they meet the laid down criteria. Maternity payment is made on the condition that full time employees return to work for a period of three months. This applies equally to women working on a job share basis.

l) Training

Normal training facilities are available to both job sharers. The allocation of teaching days should be on a pro rata basis with compensatory time off allowed if this is exceeded.

m) Length of Service – Non-teaching Staff

In assessing eligibility for increases in annual leave, sickness leave etc. service is not considered to be pro rata.

n) Grievance/Disciplinary Procedures

The normal disciplinary rules and grievance procedures will apply to job sharers as apply to full time employees.

o) Periods of Notice

The minimum periods of notice are as laid down for full time employees.

p) Professional Development and Appraisal – Teachers

The Appraisal Scheme adopted by the school will apply to job sharers where the full time job is governed by the scheme.

q) Superannuation

Under pension arrangements, part-time (non-teaching staff) workers who work 15 hours or more per week are entitled to join or remain in the Local Government Superannuation Scheme, provided they work at least 35 weeks per year.

Teachers can make a Part-Time Election at any time. It is not dependent on the number of hours worked in any one week.

In calculating pension entitlement, part time work counts towards reckonable service on a pro rata basis. Superannuation regulations are such that where an employee works 50% of full time for a year only, 6 months will be counted towards the employees reckonable service.

Employees who wish to job share should discuss the effect of reducing hours on their pension entitlement with Education Personnel.

Further information on issues relating to Superannuation in the context of job sharing is available from the Education Department.

r) Relocation – Removal Expenses

Relocation and removal expenses may be paid to people appointed to job share posts at the discretion of the Governing body.