



Job-Share Policy

Introduction

As part of our commitment to Equal Opportunities, the Council will operate a Job-Share policy. Job-sharing arrangements are particularly beneficial to those employees who require to balance work with family commitments. Job-sharing offers employees an opportunity to continue their careers on a part-time basis and employers the opportunity to retain experienced staff.

What is Job-Sharing?

Job-sharing is a working arrangement which involves two people voluntarily sharing the responsibilities and tasks of one full-time job. It differs from part-time working in that most terms and conditions of employment available to full-time employees are shared on a pro-rata basis.

Who is eligible?

All APT & C Staff, Manual Workers and Craft Operatives can request that their job is considered for sharing. With regard to teaching staff, standard Circular 54 is to apply. A prospective job-sharer need not have identified a partner before he/she puts forward a request to his/her own department.

What posts are eligible?

All posts within East Dunbartonshire Council are considered suitable for job-share unless the management of a department can show to the Council that job-share of a specific post cannot be justified. If a full-time post becomes vacant and it is identified as unsuitable for job-share this must be stated in the job advertisement. A Human Resources Adviser should be contacted for advice as to the suitability of job-share prior to the advertising of a post.

How to apply

Anyone wishing to apply to job-share in their current post should submit their request in writing to their Head of Department who will approve or reject the application.

The application should include details of the proposed working pattern. To allow time for advertising, interviewing and appointment procedures to be completed, applications should

be submitted at least 8 weeks before the proposed "sharing" date. Employees wishing to apply do not require to have an identified partner.

Subject to approval being given by the department, a job-sharer will then be sought for the vacant half of the post. This vacant post to share will be advertised following East Dunbartonshire recruitment procedures.

Employees also have the option of applying for other appropriate job share vacancies advertised in the internal vacancies list.

If an application is rejected, reasons will be given by the Head of Department and the employee may appeal through the normal grievance procedures.

What does job-sharing involve?

Hours of work

The hours of work will be agreed to meet the operational needs of the Department and to suit both job-sharers.

The most common working patterns are as follows:

- a) mornings/afternoons
- b) 3 days one week/2 days the next week.
- c) 2½ days per week

The weekly full-time hours of work will normally be divided equally between the job-sharers. In order to preserve employment rights, job-sharers are advised to work at least a minimum of 16 hours per week (e.g. National Insurance contributions).

Overtime - Overtime rates will only apply to hours worked beyond the standard hours of the Authority i.e. 35 hours per week for APT & C Staffs

Working arrangements

The Head of Department must ensure that arrangements have been reached with the job-sharers on the following:-

- a) the hours/cycle to be worked
- b) the division of tasks to be undertaken
- c) that public holidays have been split evenly
- d) communication procedures.

Terms and conditions

Entitlement such as salary, annual leave etc. will be pro-rata to reflect the job-sharer's working week (normally 50% of the full-time entitlement of the post).

Superannuation

Job-sharers will be eligible to join or remain in the Superannuation Scheme.

Car Loans, Car Lease and Car Allowance

Job-sharers will be eligible to apply for car loans and have access to the leasing scheme, subject to the normal conditions of the scheme. Appropriate allowances under the Essential/Casual User scheme will also apply where applicable.

Job-sharers will be issued a contract of employment clearly stating the agreed working arrangement with the appropriate terms and conditions of employment.

What happens if a job-sharer leaves?

If one job-sharer leaves the remaining partner will be offered the total hours of the post in the first instance. If the remaining partner wishes to continue in a job-share arrangement, the vacant "half" post will be advertised through the usual recruitment procedures.

It is essential that those entering into job-share arrangements are prepared to co-operate and communicate fully with each other to ensure a successful working relationship.

Further advice and details can be obtained from the Human Resource Services.