



Job Share Policy

DOCUMENT CONTROL	
Owner:	Head of Human Resources Business Services
Document Control:	HR Business Services
Date Live From:	January 2016
Review/Approval Group:	PPRG and Executive Team
Last Reviewed:	October 2015
Review Due/Cycle:	Every 2 years

CONTENTS:

1. INTRODUCTION
2. DEFINITION
3. SCOPE
4. GENERAL PRINCIPLES
5. TERMS AND CONDITIONS
6. SELECTION PROCESS
7. TERMINATION/RESIGNATION
8. WORKING ARRANGEMENTS
9. INDIVIDUAL RESPONSIBILITIES
10. MONITORING AND EVALUATION

1. Introduction

NHS 24 is committed to equal opportunities and the promotion of flexible, staff-friendly working practices for all staff members. NHS 24 will treat staff with care and compassion, valuing the contribution they make. NHS 24's aim is for all staff to show and be shown dignity and respect and strive for openness, honesty and responsibility. By implementing this job share policy, NHS 24 aims to create an environment which will allow all staff members an opportunity to request a job share in order to utilise their skills, talents and experience. In turn, allowing NHS 24 to both recruit and retain a well-motivated and committed workforce.

2. Definition

Job sharing is a form of employment in which the duties and responsibilities of a post, which would normally be held by one person, are shared. The salary and benefits of the post are divided between the job sharers in proportion to the number of hours they work. Each job sharer must, over time, fulfil the whole range of duties within the post. It is not a job-split, where one post is split into 2 separate part time posts.

3. Scope

Job sharing represents an opportunity for staff to work an alternative work pattern 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 NHS 24 can draw staff
- Increase employment opportunities for people committed to caring for children, partners, or other relatives
- Make it easier for staff returning from maternity leave to cope with career and family, thus retaining the benefits of their skills and experience
- Enable existing staff 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 full-time
- Allow staff to broaden their experience and increase job satisfaction by undertaking a wider range of responsibilities at work
- Allow staff to pursue outside interests

4. General Principles

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

- An existing staff member formally applying to their line manager for a job share arrangement to be agreed in respect of the post they currently hold
- An internal application being made by one member of staff to share a post
- A joint internal application being made by 2 or more existing staff members as a unit to share a post
- An external application being made by a candidate to job share a post
- 2 or more separate applications being made, whether internal or external, which can be matched together to form a job share unit.

Appendix A should be completed by any staff member wishing to request a job share opportunity.

4.2 General Principles

4.2.1 Eligibility – the opportunity to request a job share is open to all NHS 24 staff or prospective staff, irrespective of the grade or level of the post (it does not apply to agency workers or contractors).

4.2.1 Sharing of Duties - the aim is to ensure the most efficient means of operation. Division may be into projects, tasks, clients or merely time. However, 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 monopolies the most prestigious areas of work. The partners should always be in a position to demonstrate 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 staff member. 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.

4.3 Existing Staff Members

4.3.1. Staff should complete Appendix A and submit this written request to job share to their line manager. A written response should be given within 10 working days, following consultation with the HR department.

4.3.2 If the request is rejected, a substantial reason for refusal must be stated, supported by specific examples from the job description. A manager may, for example, consider part-time working as a suitable alternative. A decision to reject

job share for an existing post can be appealed against by the post holder through the Grievance Policy. As the line manager will be involved in the decision to refuse the job share request, it may be appropriate to commence grievance proceedings at Stage 2 of the procedure.

4.3.3 If the request is provisionally approved, recruitment can begin. Full approval can only be granted once a suitable job share partner is found, and staff members should note that this process may take several months. The staff member must continue to work their contracted hours until full approval is obtained, and a suitable start date for the job share arrangement has been agreed.

5. 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. The grade of the post will apply to the whole post, however length of service, incremental points, sick pay, maternity entitlements etc. are individual staff member benefits.

5.1 Contract of employment - each partner of a job share will hold an individual contract of employment. The post holder's job title will be that given to the established post with the endorsement "(job share)" – for example: "Personal Assistant (job share)". The hours to be worked will be individually stated for each partner of the job share.

5.2 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.

5.3 Annual Leave - the standard annual leave entitlement under NHS terms and conditions of service will apply pro-rata to the number of hours worked.

5.4 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.

5.5 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.

5.6 Maternity, Paternity, Adoption & Fostering and Parental Leave - job sharers shall be entitled to the appropriate NHS terms and conditions relating to maternity, paternity, adoption and fostering and parental leave. Payment will be applied on a pro-rata basis.

5.7 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.

5.8 Travel Allowances - entitlement to travel allowances will be determined according to the nature of the post.

5.9 Car Leasing - individual job sharers who are eligible can apply for a car under NHS 24's leasing scheme.

5.10 Superannuation - all job sharers will be able to join the NHS Superannuation Scheme. Job sharers should consult the Scottish Public Pensions Agency to discuss how particular circumstances will effect their pension.

5.11 Overtime - overtime approved by the line manager, will be payable if an individual job sharer works more than the full time hours per week for the post. This will be paid and agreed in accordance with the Terms and Conditions of employment.

5.12 Training - job sharers shall have access to training opportunities on the same basis as all part-time and full-time staff with respect to day release qualification courses. 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.

5.13 Notice Periods - normal notice periods will apply.

6. Selection Procedures

Where a job share request is approved, in principle the post holder will continue in their current contracted hours until a job share partner is found. If a job share appointment to the "part" vacancy cannot be made within 3 months from the day of the first advertisement, the post holder will remain in their current contracted hours and the job share cannot be progressed.

Where a job share is not approved an individual should be encouraged to meet their manager to discuss other possible alternatives. 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.

Job sharers shall be treated in the same way as other part-time or full-time staff members in relation to promotional opportunities.

6.1 Recruitment Process

6.1.1 All applicants, including joint applicants, will be assessed on an individual basis to ensure they can undertake the full duties of the role

- The post will be advertised as a vacancy for a job share partner
- Normally, the existing job share partner will be offered the opportunity to meet candidates informally, although they will not participate in the formal interview process. The prospective job share partner may be given the opportunity to feedback to the interview panel. The panel will have the responsibility of deciding to what degrees these views should impact the final recruitment decision
- Following interview, the panel will decide whether to appoint:
 - an applicant full time (where relevant);
 - 2 applicants as a job share (where they have applied as a joint job share application);
 - 2 applicants as a job share (where they have applied for a job share post);or
 - An applicant as one-half of a job share post and advertise the other half.

6.1.2 If after the interview no suitable job share partner is found the post should be re-advertised. If the post is vacant after 2 consecutive advertisements have been placed the following procedure shall apply:

- If job share arrangements cannot be made, managers should give sympathetic consideration to alternatives. For example, redeployment or other arrangements for flexible working, which may meet the staff member's needs. Alternatively options must be of a commensurate grade and status.
- Alternatively, the staff member should be informed that a new application for a job share might be considered at a future date. The second application cannot be made until 6 months have passed since the date of the refusal. In the meantime, they will continue to work their contracted hours.

6.1.3 Recruitment of all Vacant Positions – For non-front line posts to be considered as not suitable for job share the hiring manager must be able to positively demonstrate that job share would be inappropriate for the role. As service delivery roles are already advertised offering flexible hours, "job share" will not normally be included in adverts for front line positions.

- Candidates will be asked to indicate on their application whether they wish to job share. 2 candidates may submit a joint application or candidates may be matched during the recruitment process.
- Applicants should receive relevant recruitment information and short listed candidates will be made aware of the interview procedures for job sharers.
- Current staff can request to have their substantive post converted into a job share arrangement.

7. 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. If the individual is unable to take up these hours, the hours will be advertised. If the job share appointment cannot be made within 3 months of advertising, the job share cannot be maintained. Under these circumstances, full consultation will take place with the job sharer and his/her Trade Union/or Professional Organisation representative and attempts would be made to redeploy the remaining job sharer into another suitable post where appropriate and in line with the local redeployment policy.

8. 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. Working hours and patterns must be agreed by both job sharers and line management, including what the procedure would be if one partner leaves.

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 and any additional hours would be agreed with the job sharers line manager prior to being undertaken. Payment for additional hours will be determined in accordance with the appropriate NHS Terms and Conditions.

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

9. Individual Responsibility

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

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

10. Monitoring, Review and Evaluation

This policy will be monitored, reviewed and evaluated on a 2 year basis in Partnership, taking into consideration legislative changes and developments in good practice to ensure it meets the needs of all staff members.

