

# JOHN WHEATLEY COLLEGE

## JOB SHARE POLICY

### ALL STAFF

#### 1.0 Policy Statement

- 1.1 This document is a Policy of the Board of Management and as such is approved by the full Board. This scheme and its operation shall be subject to periodic review as required by the Board's Personnel and Staffing Committee. As part of its commitment to Equal Opportunities, John Wheatley College supports the principle of job sharing. All established posts within the College will be considered suitable for job sharing. The Board of Management reserves the right to agree exceptions in consultation with appropriate Trade Unions in accordance with the College's Recognition and Agreement Procedures.

#### 2.0 Definition

- 2.1 Job Sharing is defined as the voluntary sharing by two persons of all the duties of an established post with the salary and appropriate conditions of service shared on a pro rata basis according to the hours worked by each sharer.
- 2.2 The benefits of the job sharing scheme for the College include the recruitment and retention of staff in keeping with its overriding purpose to ensure the delivery of a high quality educational experience for all learners, the best interests of the students will be given priority at all times. Job share will help to increase flexibility for the College and staff. It also provides staff with the opportunity to be in employment in a way that may be more appropriate to changing individual circumstances.

#### 3.0 Principles

- 3.1 The job sharing scheme applies to permanent posts only and is open to application from all existing and prospective employees in both unpromoted and posts designated as promoted. Applicants will require to satisfy the College of their ability, individually and/or jointly, to undertake the full range of duties of a post with out detriment to the quality of the service or increase in cost. In relation to promoted posts they must be able to demonstrate that consistency of management will be maintained.
- 3.2 The College welcomes applications to job share and will endeavour to respond reasonably to all such applications within the exigencies of the service. However, in circumstances where an appropriate job share partner cannot be found despite the College having exhausted all recruitment options it will not be possible to conclude a job sharing arrangement.

#### 4.0 Eligibility

- 4.1 Accordingly where an application to job share is received or where a post becomes vacant it will be advertised in the normal way and applications will be accepted from persons wishing to job share. The application forms used by the College invite applicants to indicate whether or not they wish to apply for a position on a job share basis.
- 4.2 The normal recruitment procedure will be followed to decide if the job share applicant is suitable for the post.
- 4.3 An existing job sharer can apply for posts advertised by the College either on a full time basis or as a job sharer.

#### 5.0 Applications for Job Sharing – All Staff

- 5.1 New job sharing appointments will be taken up normally at the beginning of each teaching block or at an alternative time agreed by the College.
- 5.2 Staff holding full time appointments, including those on maternity leave, who wish to share their substantive post, should submit their request in writing, using the appropriate pro forma (JS1) Appendix One in the first instance to the Personnel Officer who will consult with the appropriate line manager. Following this consultation the member of staff will be informed if their request has been accepted or rejected. Where an application is rejected reasons will be given and the employee may appeal through the College Grievance Procedure.
- 5.3 To allow advertising, interviewing and appointment procedures to be followed, applications to job share should be submitted not later than twelve weeks before the proposed “sharing” date, including where an employee is on maternity leave. It is not necessary for the applicant to have an identified partner. To enable the job share vacancy to be advertised the appropriate Assistant Principal or Associate Principal should forward the request to the Personnel Section whom will seek authorisation from the Principal.

Lists of job sharing vacancies will be advertised within the Glasgow College’s Group and in the press as appropriate.

- 5.4 Where an advertisement does not identify a suitable partner the applicant will be advised and shall have the option of withdrawing the application or having it retained pending re-advertisement at time suitable to the College.
- 5.5 Applicants must normally continue to fulfil all the contractual obligations of their substantive post until their job share partner has taken up appointment.
- 5.6 Senior post holders who wish to job share may apply in the normal manner and the vacancy will be advertised in accordance with the recruitment procedures for that grade group. In accordance with the College’s Recruitment and Selection Policy the College has an obligation to ensure that the post is filled with an appropriately qualified, experienced

partner, the College must be satisfied that consistency of management can be maintained.

5.7 Subject to consultation and provided that operational requirements are fully met, the Principal may agree to an employee holding appointments to two job share posts of the same grade. However, no employee may hold two job share posts simultaneously on different grades. It will not, for example, be possible for an unpromoted employee to hold a promoted post while retaining a share of an unpromoted post.

5.8 Where it has not been possible to fill a part-time or other post through normal appointment procedures, a job-sharing member of staff may be offered such a post during the non-working part of the week. Any such post will be offered on a fixed-term basis with payment as a temporary member of staff. The hours worked will not exceed the equivalent of one full time post in any week.

## 6.0 Job Sharing Patterns

6.1 A post may be shared by two members of staff on a split day or split week basis, normally giving each member of staff a commitment of 50% of the hours and duties of the post. Sharing arrangements outwith the normal 50% of the working week commitment may be permitted but they will be subject to approval by the Principal following consultation with the appropriate line manager.

6.2 In the interests of the College a job share unit may be requested to work the same end of the week to increase flexibility and meet the operational needs of the College, this agreement will be within the terms of their contract. Such a request will be fully discussed at the time of the application. All agreed job share patterns will reflect the interests of the students and the interests of the students will remain paramount at all times.

6.3 It will be the responsibility of the appropriate Assistant/Associate Principal to ensure that agreement has been reached with the sharers on the hours/cycle to be worked and the division of tasks to be undertaken to meet the full time requirements of the post before approving the filling of a post by two job sharers. This division of tasks will be agreed in writing and subject to periodic review. Arrangements will normally be made at School/Section level.

6.4 Overlap periods between sharers are seen as being highly desirable. After consultation any overlap periods between sharers should be arranged within the sharers' contractual time. Such arrangements will be confirmed by the line manager having regard to cost, the needs of the job and the sharing arrangement.

6.5 The agreed percentage division of hours and duties will be stated in each sharer's contract of employment.

6.6 On the appointment of a new partner during the session, previous sharing arrangements may be subject to review prior to the new arrangement commencing. Any arrangement will be subject to annual review.

6.7 In the event that a suitable replacement for the job share vacancy cannot be found, consideration will be given to the redeployment of the remaining sharer to a post mutually agreed between the remaining job sharer and the College. The Principal will arbitrate and the decision taken will be final.

6.8 The agreed pattern of working days in each job shared post will normally be retained from year to year. However, these will be reviewed not later than 31<sup>st</sup> May each year through consultation between the appropriate Assistant Principal or Associate Principal and the job sharers, in relation to teaching staff the curricular demands on the shared post for the forthcoming session must be taken into account.  
Job sharers shall be given one month's notice of any prospective changes.

## 7.0 Salary and Conditions of Service for job sharers.

7.1 The conditions of service for job sharers will be the same as the conditions of service for full time staff as appropriate on a pro rata basis:

### Salary

Salary will be paid on the basis of an individual member of staff's salary entitlement, adjusted to take account of the pro rata commitment of the member of staff. Incremental progression will be in accordance with the conditions laid down in the appropriate Scheme of Salaries and Conditions of Service for that particular category of staff.

- for Lecturing staff as agreed by the Joint Negotiating Committee for Lecturing Staff
- Support Staff as agreed by the Joint Negotiating Committee for Support Staff.

### Superannuation

Individuals seeking information on the effect of job sharing arrangements on their personal superannuation and pension rights will require to contact the relevant agency direct.

Scottish Office Pensions Agency – teaching staff.

Strathclyde Superannuation Office – support staff.

The Personnel Section will provide the appropriate contact number.

Superannuation shall be deducted at 6% of the employee's earnings.

### Hours of Duty

Normally each member of staff should work 50% of the working week. Alternative patterns may be agreed by the Principal following consultation with the appropriate line manager. The College will consider suitable patterns however it would expect applicants to be reasonable and any pattern agreed would reflect the best interests of the students at all times.

### Statutory Holidays

The working year for job sharers will be a pro rata proportion of that for full-time members of staff. Arrangements should be made to ensure that statutory holidays are split between the job sharers and that shorter working weeks are shared equitably. Over the year where the statutory holiday falls more favourably to one job sharer due to the agreed working arrangements the line manager will switch the rotas at various times throughout the year, as close to the actual public holiday as possible, to correct the imbalance.

### Teaching Staff - Class contact

Pro rata arrangements for class contact and non-class contact time will apply. Lecturers employed in normal job sharing arrangements (e.g. 50% of the working week) shall not exceed a maximum of 430 hours class contact duties per annum.

Class contact time and non-class contact time in relation to job sharing arrangements outwith the normal arrangements of 50% of the working week, will be calculated in accordance with contractual agreements on class contact.

### Overtime

Enhanced rates for additional hours will be made for authorised additional hours which are worked outwith the normal working hours for the full-time post being shared e.g. for standard hours posts additional work in the evenings or at weekends. In this connection enhanced rates will not be paid for additional hours worked to cover for an absent job share/vacancy even where the additional hours are worked outwith the normal working week. Payment at the appropriate rate will only be paid if the individual job sharer exceeds the total weekly hours for the equivalent full time post in terms of the appropriate Scheme of Salaries and Conditions of Service for that staff group.

Enhanced payments for additional hours working will be made only when an individual job sharer exceeds the total weekly hours for the equivalent full time post in terms of the appropriate Scheme of Salaries and Conditions of Service for that staff group.

\*See section 4.7 - Where an employee holds two job share posts then enhanced rates will be paid at the rate applicable to the post against which the overtime working has been done.

### Absence Cover

Where one job sharing partner is absent from work, the other partner may be requested to cover on a short – term temporary basis. Payment will, however be on a temporary basis for the part of the post being covered.

Only applicable to teaching staff - prolonged sickness during College holidays - please note that any special leave granted will be a pro rata proportion of that for full time staff.

### Sickness Allowance

The provision of the sickness allowance scheme generally applies to job sharers. However, the qualifying days, periods of incapacity for work, notification and certification requirements for job sharers **are the same as for full time employees i.e. calendar days will be used, the same procedures should be followed by job share staff as for full time staff.**

### Staff Training and Development

Job sharers will be covered by the terms in the College's Staff Development Policy. Where possible every attempt will be made to align training courses, quality days, etc. with the days on which the sharer is at work and this can be arranged between the sharers and Assistant Principal or Associate Principal.

## 8.0 Replacing a Job Share Partner

8.1 If one sharer leaves the service of the College, the remaining partner may be offered the post being shared on a full time basis. If full time working is not acceptable to the remaining job sharer, the remaining job sharer will be protected until the recruitment procedure is exhausted and it is accepted by the College and trade union that a replacement job sharer is not available.

8.2 In the event of agreement being reached that no replacement is available and that the post has to be filled on a full time basis and this is not acceptable to the remaining job sharer, management will attempt to redeploy him/her in a suitable alternative capacity. In this case the remuneration and conditions of service relating to the alternative post will be applied.

8.3 Should there be a failure to agree the job sharer may raise a grievance under the existing procedures.

8.4 On termination of employment, any outstanding annual leave will be a pro rata proportion of that for full time members of staff.

## 9.0 Review clause

This document is a Policy of the Board of Management and as such is approved by the full Board. This scheme and its operation shall be subject to periodic review as required by the Board's Personnel and Staffing Committee. The Policy will be reviewed in light of changes in the Colleges operational requirements, changes in legislation and developing case law, etc.

# John Wheatley College

## FORM JS1 – APPLICATION TO JOBSHARE

Name		Post		
Address				
		School/Section		
Postcode				
Preferred date for commencement of job sharing: (Note: date should be twelve weeks from date of application)				
Preferred pattern for job sharing.				
Applicant Name:		Applicant Name:		
	AM	PM	AM	PM
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total FTE				

Signature of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Assistant /Associate Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

### Administrative Notes

- 1) This form is for staff who hold a full time, permanent post and wish to share it.
- 2) Full time permanent posts may be shared by two members of staff on a split day or week basis normally giving each a commitment of 50% of the working week. Other proportions of the working week may be permitted subject to approval of the Principal.
- 3) Applications to job share should be submitted to the Assistant Principal or Associate Principal at least twelve weeks before the proposed starting date.
- 4) Whilst the College will accept applications to job share and will use its best endeavours to find suitable partners for all applicants, if no suitable partner can be found it will not be possible to grant job sharing.

JWC/DMS/JSPOL  
30/9/99