PART TIME WORKING / JOB SHARE POLICY

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History of most recent Policy Changes – Must be completed

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1. **Context**

This policy provides a framework for part time working and job sharing within the context of the City Council’s *Integrated Equalities* Policy and is intended to be read in conjunction with the *Work-life Balance* policy.

2. **Preamble**

The City Council recognises

- Part time working in all its definitions as fundamental to the delivery of services by the City Council,
- That a significant proportion of its employees work on this basis,
- That part time working is important in enabling employees to balance work with other commitments outside the workplace.

The purpose of this policy is to confirm the City Council’ position with regard to equality of treatment for all part time workers, including job-sharers, in relation to full time workers.

3. **Definitions**

3.1 **General definition of part time working**

The employee works fewer than the standard number of full time hours per week that is fewer than 37 in most cases.

Some examples are working:

- Mornings, afternoons or school hours only,
- Reduced daily hours,
- Only on certain days per week,
- Alternate weeks.

Many council employees work this type of arrangement on a contractual basis. Others may on occasion work part-time on a temporary basis. (See ‘*Work-Life Balance*’ policy).

3.2 **Definition of Job-share**
Job-sharing in the City Council is defined as being two employees voluntarily sharing the duties and responsibilities of a full time post, each working part time. Two variations of this arrangement may apply:

i. Shared Responsibility
Where the employees share all the responsibilities of one full time job, each performing the full range of duties picking up where the other left off. (more suited to ongoing work rather than project based work)

ii. Divided responsibility
Where the responsibilities of one full time position are divided between two people, although they may also provide back up for each other as required. (More suited to work which can be easily divided up, for example project work)

The job-share divides the standard working week (not necessarily evenly) between two people, as above. With the rise of out of hour’s service provision, greater flexibility may be required and job-share could expand to cover longer than the basic working week. For example, a function may require more than the standard 37-hour week to complete a job, and these hours could be job-shared by a number of people.

3.3 Temporary Job Share and other flexible working arrangements

This policy details arrangements for contractual part-time or job share working. Occasionally employees may wish to reduce their hours of work temporarily for domestic or other reasons (for a period not exceeding one year). In accordance with the Work life Balance Policy, employees may, temporarily, reduce their hours to “part-time” or “term-time” working, or may temporarily undertake “job share” working. In these circumstances the provisions of the Work life Balance Policy will apply, regarding a temporary variation to working hours by joint agreement with no commitment on either side, to this arrangement becoming permanent. Full time employees seeking to undertake job share or part-time working in accordance with the Work life Balance Policy will also be subject to the “exclusions” and “other provisions” contained within it.

4. Statement of Intent
4.1 **Part time working in general**

The City Council supports part time working on the basis that the pay, benefits and conditions of employment attached to the part time post will be the same as those for full time workers, on a pro rata to the number of hours worked basis.

4.2 **Job-share**

The City Council supports job-sharing as part of its commitment to creating equal opportunities in employment and as an integral part of helping employees to achieve a more balanced relationship between work and other aspects of their life. It is at management discretion to decide where posts are not suitable for job share working, examples of which are given in paragraph 4.3 Exclusions. An individual employee may hold more than one job share appointment in the Council at any given time providing;

i) There is no direct conflict of interest between the two different job share posts held by the employee concerned

ii) The working hours of the two job share positions are compatible

iii) The overall working hours of the two job share positions, when aggregated, do not exceed 48 hours per week".

4.3 **Exclusions:**

i) Where the duties and responsibilities of the post cannot reasonably be carried out by more than one person, without there being a reduction in effectiveness and efficiencies, or service delivery;

ii) Where there is already a high incidence of job share/flexible working within a work group and where it would not be manageable to extend this further.

iii) Where the post is not full time and where job sharing a part time post is not viable or where the second part of the job is unlikely to be viable in terms of attracting candidates.

iv) Where there is no significant loss of efficiency or decrease in the level of service provided.

5. **Employee Applications to Job Share**

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5.1 Any full time employee wishing to apply to job-share their own post may apply to the appropriate Head of Service to do so (application forms are available from the departmental HR team). An assessment of suitability will be carried out as though the post was vacant and the employee informed of the Head of Service’s decision as soon as practicable.

5.2 If the Head of Service decides the post is suitable for job-share, the employee concerned will be expected to continue to work full time hours until a job-share partner is appointed. If the Head of Service does not consider the post suitable for job-share the employee may appeal against this decision, utilising the formal appeal procedure set out in paragraph 13. Employees returning from maternity leave should apply for job share working using the form listed in paragraph 5.1.

6. Recruitment and Selection

6.1 If a post to be advertised has been determined as unsuitable for job-share, this will be clearly indicated in the advertisement and/or in the supporting documentation issued to candidates.

6.2 In drawing up a shortlist and making an appointment the provisions of the Recruitment and Selection policy will be followed throughout. All applicants will be considered solely on merit; there will be no discrimination against job-share applicants, so applicants seeking a full time appointment will not be given preference over job-share applicants.

6.3 Each candidate applying for a post on a job-share basis, with or without a partner, will be interviewed and assessed individually and a selection will be made on the basis of their individual suitability for the post.

6.4 Where a job-share candidate is selected, the remaining part of the post should be offered, on a job-share basis, to other (suitable) applicants in strict descending order of suitability for the post irrespective of whether their original application was for job-share or not. If no suitable candidates remain, the post should be advertised again, on a job-share basis. Managers could seek to cover the remainder of the post on a temporary basis until it is permanently filled. In the meantime the successful applicant may be required to work on a full time basis, as per paragraph 10 - resignation of one job-share partner.

7. Conditions of Service for part time workers and job share
Conditions of service applicable to full time employees will apply to part time and job share employees on the basis of proportionality to the number of hours worked, as set out below. Specific features, where different, will be included in the employee’s statement of terms and conditions.

7.1 **Statement of Terms and Conditions**
Each post holder will be issued with a statement of terms and conditions, which will specify whether the post is full time, part time or job-share. It will include an addendum to record any agreements reached with the Head of Service on how duties and responsibilities are to be divided, details of overlap, continuity, hour’s worked and special features. *In the case of job-share, the job description and person specification will be those applying to the full time post.*

7.2 **Probationary Period**
Part time and job-share employees whose suitability for employment is subject to the satisfactory completion of a probationary period will be assessed in the same way as a full time employee during and on completion of the first 6 months of employment. In the event of a job-sharer failing the probationary assessment, the provisions relating to the resignation of one job share partner will apply (Para 10).

7.3 **Hours of Work**
The hours of work will be set out in the terms and conditions of employment, but in the case of job-share, should be such that should a vacancy occur the working hours and pattern advertised will form a sufficiently viable arrangement to attract new applicants. For this reason, unless there are exceptional circumstances (e.g. more than 2 job-share partners) the division will normally be either:

- Two and half days/two and half days
- Two days/three days
- Mornings/afternoons

*Note. Other arrangements such as alternate weeks may affect employee’s employment protection and pension entitlements*

7.4 **Communications between job share partners**
It is important that communication takes place between job-share partners and for this reason an appropriate overlap period must be built into the working day. Where this is not practicable, job-sharers and managers must ensure that adequate alternative briefing arrangements are agreed between them.

7.5 **Resource Sharing between job share partners**
Unless specific arrangements are agreed and clearly set out within the terms and conditions at the outset, all office accommodation and resources (desks, computers,
telephones, printers etc.) will be shared by the job-share partners. Any equipment taken home with management’s permission (laptops etc) will be returned for use by the partner(s) as appropriate.

7.6 Pay
Job sharers and other part time workers will be paid pro rata to the hours each works, at the rate applicable to the full time post if there is one. Individual starting salaries for all part time workers will be in accordance with the usual formula applied to full time employees. It is possible; therefore that job-share partners and part time workers carrying out similar duties to each other may not be on the same incremental point. Increments, national pay awards or other service supplements will be paid to individuals in accordance with the appropriate conditions of service. Where pay includes a variable e.g. a productivity payment, that element will be paid on an individual basis for each job-share partner.

7.7 Overtime
The City Council’s general policy on granting overtime payments or time off in lieu will apply to job-sharers and other part time workers as well as to full time employees. Where a job-sharer or other part time worker, in a post where paid overtime is approved, works authorised additional hours in excess of their contractual hours, overtime will be paid at flat rate unless the hours of the individual employee exceeds the normal full time hours for the post (e.g. 37 or 39). Thereafter rates will be paid in accordance with the provisions of the Working Arrangements Policy. Where a job share or other part time worker is required to work at weekends or bank holidays where the post does not normally require working at these times, the rates set out in the Working Arrangements Policy will apply.

7.8 Childcare Costs
In cases where job-sharers or other part time workers are required to work additional or different days, without additional pay, to attend training seminars/meetings and additional childcare costs are incurred as a result, reasonable costs will be reimbursed. In circumstances where additional payment is made for additional hours worked, employees will be expected to meet their own childcare costs.

7.9 Annual Leave
Entitlement to annual leave (including bank and public holidays and locally agreed additional days) shall be proportional to the number of hours worked in relation to the normal working week. Leave will be calculated as working hours in order to avoid confusion, particularly with public holidays. Because public holidays tend to fall at the beginning of the working week, job-share partners are responsible for making adjustments to their working pattern to balance entitlements evenly between partners and avoid over/under taking of holiday entitlements.

There will be no specific restrictions on job-sharers taking annual leave at the same time, although they will be subject to the normal provisions, which apply to full time and other part time employees in this respect. (Within the exigencies of the service).
7.10 **Sick Leave and Pay**

The sick pay scheme applies to part time and job-share employees on the same basis as full time employees but paid pro rata to the days normally worked.

7.11 **Maternity and Caring Employees Scheme**

The maternity scheme applies to part time and job-share employees on the same basis as full time employees but paid pro rata to the days normally worked.

7.12 **Relocation**

Job share or other part time employees who qualify for the council’s relocation scheme will receive full benefits under the *Relocation* policy.

7.13 **Expenses**

For the purposes of efficiency and continuity it may on occasion be necessary for job share partners to incur additional expenditure (e.g. private phone calls). Where such expenditure is legitimate and unavoidable, the costs will be fully reimbursed by the City Council.

7.14 **Training**

Each part time worker will have access to training opportunities on the same basis as full time employees. Part time and job share employees may be required to attend training/briefing sessions at times when they would not otherwise be working. In such instances, it must be clearly demonstrated by management that it is not reasonably practicable to organise such sessions on any other basis. Where attendance for training is a requirement of the post, unless other arrangements are mutually agreed (e.g.: time off in lieu) such attendance will be paid at flat time rate. If the training takes place over the weekend-enhanced rates will be paid where applicable.

7.15 **Exceptions to pro rata entitlement**

The only exceptions to the pro rata arrangements referred to above are:

i) A full relocation allowance is payable to all qualifying part time employees

ii) A full car loan entitlement applies to post holders who qualify as regular users

**Special Features**

Each statement of Terms and Conditions will give details of any special features relating to the post where these are additional to, or different from, the conditions of service outlined in this section.
8. **Reviews of Establishment**

When departmental reviews are carried out, part time and job-shared posts will be subject to the *Policy for Managing Change* procedures in the same way as full time posts.

9. **Flexible Employment Practices**

Employees working part time or job-share will be entitled to request that they be considered for any (appropriate) flexible working practice contained within the *Work-life Balance* policy in the same way as full time employees, subject to such requests not worsening service provision or, in the case of job sharers, being compatible with the principles of job-share and not disadvantaging their job-share partner. The agreement of management is required on the same basis as applicable to full time employees.

10. **Resignation of One Job Share Partner**

10.1 Where one job-share partner, for whatever reason, resigns from the post the remaining partner (if two partners sharing one full time post) will automatically be offered the post on a full time basis. If more than one partner, the remaining partners will be asked if they wish to increase their hours pro rata to each other, up to a maximum of 37 hours per week for any individual.

10.2 In the event of such an alteration in hours being unacceptable, or not covering the full hours of the post, the original job-share vacancy will be advertised in accordance with the *Recruitment and Selection* policy.

10.3 While another job-share partner is being sought, the Head of Service, in consultation with the employee(s), will consider what temporary arrangements can be made to cover the job-share vacancy, for example using the city council’s employment agency, temporary employment, acting up or other relevant contingency.

10.4 In the interests of operational efficiency, should it not prove possible to recruit into the vacant job-share following 2 external advertisements at least one month apart, the Head of Service will have to consider alternative means of covering the duties of the post on a permanent basis.

10.5 This may mean the post being advertised on a full time basis, although job-sharing applications will still be invited. In the event a full time applicant is recruited, the remaining job sharer(s) may have to be treated as being displaced and offered the appropriate support in seeking alternative duties in accordance with the *Policy for Managing Change*. The employee(s) concerned and the trade unions will be fully
consulted before any decisions are made and their views on how to resolve the situation will be invited.

10.6 Where a remaining job-share partner has opted to take on a post full time because no suitable partner can be recruited, they will have the right to request that the post be re-advertised as a job-share at regular intervals.

11. **Pension**

Employees wishing to work part time or to job-share should be aware that reduced hours might affect pension benefits. Although the Local Government Pension Scheme is the responsibility of Bath and North East Somerset Council, enquiries should be directed in the first instance to the Departmental HR Adviser, who will process the enquiry on behalf of the employee concerned.

12. **Secondary Employment**

12.1 Although the reason for wishing to work part time or to job-share is the private concern of the individual, under the *Code of Conduct for Employees* there is a general requirement on all employees not to undertake additional work which might conflict with the City Council’s interests or have a detrimental effect on the work the employee is contracted to do by the City Council. Some of the provisions of the code are:

i) Employees up to and including spinal Column Point 28 will be expected to notify their manager of any secondary employment undertaken.

ii) All employees graded at or above SCP 29 must obtain the express consent of their Head of Service, Service Director or under delegated powers, by the Chief Executive (as Head of Paid Service) or by the Head of HR on his (her) behalf, as appropriate, prior to engaging in any other business or taking up any additional payment.

iii) Employees have a responsibility to ensure that their overall working week does not exceed 48 hours - in accordance with the Working Time Regulations.

*Note: ‘Secondary Employment’ includes other part time work undertaken for the City Council as well as work for another employer.*

13. **Appeals Panel (Rejected job share / voluntary reduced hours application)**
13.1 If a recognised Trade Union, or individual employee, is not satisfied with a Head of Service’s assessment they may utilise the appeal procedure set out in the Work-Life Balance policy.

13.2 In some cases the decision being appealed may be made by the level of officer who would normally be hearing the appeal under the Work Life Balance policy. Where this is the case, the next level officer above the level at which the decision is heard will hear the appeal. This could be the relevant Executive member.

14. Further Information

Any queries or requests for further information on the Job-Share scheme or part time working in general should be directed to the appropriate departmental HR Adviser.

15. Date of Implementation

This policy was implemented from 1 August 2001.