



Job Share Policy

Policy Statement

Introduction

Teesside University is committed to equality of opportunity for all staff. The University currently employs staff on a variety of contracts including full-time, part-time, fractional and term-time. Job Sharing is another approach to flexible working. Job-sharing creates opportunities to work half-time with the same status and rights as a full-time employee.

Definition of Job Share

Job Sharing is a voluntary agreement between two individuals who are on the same grade, but not necessarily the same incremental point, who carry out the full range of duties and responsibilities associated with one full-time post. Salary and other relevant employment benefits are shared pro-rata to the hours they each work. Posts that are job shared will remain as an established full-time post. They do not become part-time posts.

Eligibility

Job Share is open to both men and women. Applicants must be on the same grade and be performing similar tasks, but may be on different incremental points.

Posts will be determined as suitable for Job Share by the Director/Head of the School/Department/Unit in consultation with Personnel. If it is decided a post is not suitable, written reasons will be given to the member(s) of staff by the Director/Head of the School/Department/Unit.

Procedure

1) Requests to Job Share

a) Existing Full-time Postholders

Members of staff currently in full-time posts who wish to job share should make an application in writing to his/her Director/Head, stating the reasons why he/she wishes to reduce his/her working hours. Staff who wish to job share may identify a suitable job sharing partner, but this is not essential.

The Employee's Director/Head will consult with Personnel to decide whether the post is suitable for job sharing. The Employee's Director/Head, together with Personnel, will review the Job Description and the role in general to inform their decision. The University reserves the right to refuse an application where it believes that the quality and effectiveness of the work of the School/Department/Unit, or the University as a whole, would be substantially affected. The Employee's Director/Head will make a decision within 21 days of receiving the original application and will notify the employee in writing. The applicant has the right to appeal to the Deputy Vice-Chancellor (Academic and Development).

Any applications from a Director/Head of School/Department/Unit to transfer to job share should be made to the member of the Vice Chancellor's Executive to whom they report.

Where an application is approved, the employee, Director/Head and Personnel will agree on a suitable date on which the job share can commence. Recruitment for the vacant portion of the post will be carried out following the University's Recruitment and Selection procedures.

b) Women Returning from Maternity Leave

Women returning from maternity leave may apply to return on a job share basis, in line with the same procedure outlined above.

2) Conditions of Service

All conditions of service will be applied in the same way as they would in a full-time post; salary and holidays being pro-rata to the number of hours worked.

Statutory public and concessionary holidays will be shared between the job sharers pro-rata to hours worked. Job sharers should inform their line manager of the agreed sharing arrangements. Job sharers are eligible for the same periods of maternity/paternity leave as full-time staff, but any maternity pay and SMP will be paid pro-rata to hours worked.

When a job sharer is absent from work, both long and short term, ie. illness, the other job sharer will not be expected to work extra hours to cover the absence unless he/she volunteers to do so. However, the opportunity to work extra hours will be offered initially to the other job sharer, if cover is required

3) Organisation of Work

The duties and responsibilities of the shared post should be divided fairly between the two job sharers and there should be no difference in the levels of responsibility.

Job sharers should, in conjunction with their Line Manager, establish a system to let each other know what work has been undertaken and what is outstanding. Time is usually allocated for a handover period for the job sharers to update each other.

Line Managers should ensure that job sharers are kept informed of changes, and attention should be given to the timing of meetings etc. to enable job sharers to participate.

Job sharers may work additional hours and any additional payments will be in accordance with the University's Overtime Policy.

4) Staff Development

Job sharers will have the same access to staff development opportunities as staff in full-time posts. Job sharers will be included in the University's Personal Development Review Scheme (PDR) and will have individual interviews.

5) Resigning from a Job Share Post

When one half of a job share resigns, the remaining job sharer may:

- a) choose to continue working in that post on the job share basis, whereby the University will fill the vacant half of the post through normal recruitment and selection procedures;
- b) apply to their Director/Head to work full-time in the post. If this application is turned down, a decision in writing should be given to the job sharer by the Director/Head. The job sharer has the right to appeal to the Deputy Vice-Chancellor (Academic and Development).

6) Monitoring and Review of Procedure

The scheme will be monitored by the Personnel Department. Posts advertised for job share will be monitored to ensure all applicants are treated fairly. School/Department establishments will also be monitored to ensure job share hours do not exceed established hours.