

Job Sharing Policy

We welcome job sharing.

This policy includes:

- recruiting for a new post
- staff asking to change to job sharing

What is job sharing?

Job descriptions say what work needs to be done.

Job sharing means two or more people share out the work. They will not necessarily work the same amount of hours as each other.

Usually this is because they do not want to work full time. Sometimes it is because the two people are good at different parts of the job.

The two people get the same pay if they share the hours equally. They are treated the same. They are both responsible for doing the work.

The two people must:

- agree how to share the work
- agree who works when
- make sure all the work gets done

Not all jobs can be shared. The Co-Chairs and the Chief Executive will agree which jobs can be shared.

Job sharing only works if two or more people want to share the job.

Recruiting two or more people

If no-one is doing the job, the advertisement will say whether the job is open for job sharing.

The recruitment pack must have a form to apply for job sharing.

- Someone can apply to do the job full time, or apply to job share.
- Two people can apply together and say they want to share the job.

We will use our normal Recruitment Policy and procedure.

The people need to be able to do the job. So if two people apply together, we will:

- look at their applications separately
- interview them separately

We will make a list of the people we think can do the job.

With a joint application, we can put both, neither or just one of the people on the list.

We look at the top person's application.

If the top person wants to do the full job, we will offer them the job.

If the top person wants to job share, we will check if anyone else on our list wants to job share.

We will check if it will work. For example, it will not work if both people only want to work on Monday, Tuesday and Wednesday, but we need someone doing the job Monday to Friday.

If we offer a job share, we will let the two people meet before they decide if they want to accept the job offer.

Staff who want to start job sharing

Sometimes staff members want to work fewer hours.
They may want someone to job share with them.

They must write to their manager to tell them.

The Board will decide if the job can be job-shared.

The Board will tell the staff member as soon as possible.

If the job can be job-shared:

- we will advertise a job share vacancy
- the staff member must stay full time until we have found someone to share their job
- the staff member can meet applicants to tell them about the job
- the staff member must not help choose who shares the job

Employment conditions

The two people will have their own Written Statement.

The Written Statement will say that this is a job share.

The two Written Statements will say which days and hours each person will work. This will include a short time each week when both are working.

The manager will agree with the two people who is responsible for which parts of the job.

A job sharer does **not** have to cover extra hours if the other person is off work. The manager can offer the job sharer extra hours for extra pay but they do not have to agree to work these hours.

Job sharers will be treated the same way as someone doing a full job. They will not be treated worse because they work part time.

What we will do if one job-sharer leaves

We will ask whether the job sharer who stays wants to work full time.

If they do not want to work full time, we will advertise a job share vacancy.

Even if we cannot find a new person to job share:

- we will not sack the job sharer who stays.
- we will not force them to work full time.