|  |  |
| --- | --- |
| New Logo 2 | Barnardo’s |
| Corporate Policy |
|  |

Job share

Date: 07 July 2023

Review Date: 31 October 2024

Policy Owner: People Strategy and Projects Team

Distribution: Internal - not confidential

#### **Purpose**

This policy and procedure aims to provide information to line managers and employees who may be considering a job share.

#### Scope

This policy applies to all employees.

#### Roles and Responsibilities

**Individuals** are responsible for working effectively together

**Line Managers** are responsible for considering requests for job share in line with the Flexible working policy, and for setting up effective working arrangements

**People Teams and Recruitment Support and** are responsible for advising and guiding employees and line managers on this policy and for handling of the recruitment processes

**People Strategy & projects Team** is responsible for ensuring this policy complies with current legal obligations, updating it and other associated documents or processes, accordingly

#### Policy and procedure

# When might job share be considered?

This could be considered when a new post is created, when an existing post becomes vacant, when an application is made by an existing member of staff for their current post to be considered by a job share, or when an approach is made by an internal or external candidate that a vacant post be job shared. Joint applications can also be made.

# 2. Process for requesting job share

An existing employee wishing to request job share must follow the Flexible working policy. Only a manager can decide whether or not a post can be job shared. When making this decision the manager should carefully consider the advantages and disadvantages (see examples outlined below). A manager considering refusing a request must ensure he/she has followed the Flexible working policy and sought advice from their People team.

# 3. Advantages and disadvantages of job share

| Advantages | Disadvantages |
| --- | --- |
| Staff Retention:   * retain experienced staff who have been inducted/trained * reduce recruitment costs | Salary costs: although same grade applies, one job share partner may be on higher current spinal point, which would be retained |
| Increased flexibility/cover:   * improved cover (leave/sickness) * reduced need for temporary staff (cost reduction) * decreased burden on other staff | Benefits: car allowance and telephone allowance – full amount payable to both partners if eligible  A full cost analysis should be undertaken. |
| Wider range of skills/specialisms:  e.g. post may be split between 2 people who have different range of specialist skills | Increased training costs |
| Assists staff needing to work part-time for personal reasons of e.g. caring responsibilities, health | Small increase in admin costs principally for Payroll and People Teams |
| Allows staff to pursue personal development which may enrich their work e.g. to study or to pursue other goals/ambitions | Increased supervision time imposed on job sharers' line manager (joint supervision could be considered in some cases) |
| Staff moving to retirement may want to phase it in | In management job shares, staff may be confused as to who has responsibility in key areas, or play one manager off against the other |
| Management/job share staff have increased source of support | Potential increase in recruitment costs and time |

# 4. Principles of job share

The working arrangements and responsibilities will be decided by the manager in consultation with the job sharers, and duties and responsibilities will be allocated so that one person does not collect the best or worst parts of the job. The post will be shared equally, and no-one will normally be employed for less than 16 hours per week. There should be no additional requirements for work accommodation or major furniture/equipment*.*

A job sharer has no automatic right to return to a full-time post. If a full-time post became available, they would apply in the normal way.

If a job share partner leaves, the other sharer will be offered the full-time post. If they decline, the vacant part of the post will be advertised. If, after a minimum of three months, the vacant part of the post has not been filled, the manager may consider other options such as restructuring the role and its responsibilities. As a last resort, if a solution cannot be found, the remaining job-share post will be declared redundant, and the principles in the ‘Redundancy and significant change’ policy will apply. Wording to this effect should be incorporated in the offer letter.

**5. Conditions of service**

The same grade will apply to both jobs share partners, although they may be paid on different points on the scale. Job share partners are part-time staff and their conditions of service are in line with that including pensions, annual leave and bank holidays. Job sharers may be requested not to take annual leave at same time.

It may be good practice in some jobs to have a handover time. If this results in additional hours, the rules about time off in lieu (TOIL) will apply. During the lengthy absence of one job sharer, cover may be arranged, if necessary, by the other partner agreeing to work additional hours or a temporary job share partner being appointed.

# 6. Procedure for recruitment and selection

Normal recruitment procedure will apply. If agreed, the advert may request job sharers and/or full-time staff. Job share candidates will be asked if they are applying alone or in a joint application with a job share partner, but all candidates will be selected individually. Prior to a formal offer of appointment, the principles of the job share arrangement will be agreed with both partners and the offer letter will confirm all such arrangements.

#### Associated guidance and documents

Flexible working policy and questionnaire

#### Compliance

* People Teams monitoring of general adherence to policy.
* Feedback from UNISON and Barnardo’s Forums.
* Audits.

#### Document History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Status** | **Comment** |
| 1.0 | 16.08.06 | Policy and Advice Team |  |  |
| 2.0 | 06.03.15 | Policy and Advice Team | Review | New format |
| 2.1 | 22.02.17 | Policy and Advice Team | Minor amend | Removal of ref to interview expenses |
| 2.2 | 01.08.22 | People Strategy and Projects Team. |  | Updated to reflect agreed review date |
| 2.3 | 07/07/23 | People Strategy and Projects Team. | Agreed | Policy updated to reflect revised review date in accordance with planned schedule agreed by CLT. |

**Owner**

People Strategy & Projects Team