



Scheme for Job Sharing - Teachers

Definition

- 1 Job sharing is defined for the purposes of this policy as the voluntary sharing of the duties and responsibilities of one full-time job. The salary and appropriate conditions of service are shared on a pro rata basis according to the hours worked by each job sharer.

Scope of the Scheme

- 2 The purpose of the scheme is to introduce some flexibility to the equal opportunities policy and as such all teaching posts may be considered suitable for job sharing unless the Comhairle demonstrates that it is not practicable to share a particular post or category of post.

Applications for Job Sharing

- 3 Subject to the general conditions in paragraph 2 applications for job sharing can be made in a number of ways:-
 - ◆ An existing postholder may apply to job share and if the proposal is deemed acceptable by the Head of Department, the remaining portion of the post would be advertised.
 - ◆ An employee returning from Maternity Leave who wishes to return on a job share basis can apply to do so and if the proposal is deemed acceptable by the Head of Department, the remaining portion of the post would be advertised. In this situation employees should apply by using the application for flexible working.
 - ◆ Two candidates can apply jointly for a vacant post and both be successful.
 - ◆ One successful candidate can be considered for appointment to a vacant post on a job share basis and the remaining portion would be advertised.
 - ◆ Two candidates applying independently of each other can be appointed to a vacant post on a job share basis subject to both satisfying the requirements of the job.

Suitability of Post for Job Share

- 4 In all cases the Head of Department will determine whether the post is suitable for job sharing and notify the employee(s) in writing of the decision within three weeks of applications.

Appeal

- 5 Where two people jointly apply for a vacant post and are not selected, there is no right of appeal other than that already provided by the Equal Opportunities Policy in cases of alleged discrimination. Where a vacant post is judged to be not suitable for job sharing, existing employees may appeal against this decision using the agreed procedure.
- 6 Where an existing employee is advised by the authority that his/her post is not considered suitable for job sharing, the matter may be pursued under the Grievance Procedure if the employee so wishes.
- 7 Where an existing employee wishes to job share, implementation will be dependent on the appointment of a suitable sharer. There is no right of appeal against the decision of the authority as to the suitability of applicants for the other half of the post.

Loss of Job Share Partner

- 8 In the event of one job sharer ceasing to continue in the job sharing partnership the remaining partner may make an application for full-time employment. If the job share arrangement is to continue, the vacant post will be advertised in accordance with the Comhairle's recruitment policies and procedures.
- 9 In the event that a replacement cannot be recruited for the job share vacancy, consideration will be given to redeployment of the remaining sharer in a suitable alternative post on the grade and conditions of service applying to the shared job. In such circumstances, the employee will be obliged to accept redeployment if required.
- 10 In the period immediately following a job share vacancy occurring, the remaining job sharer may be asked to work additional hours up to the equivalent of full-time hours for a temporary period, and in accordance with the terms of his/her letter of appointment. Any difficulty in increasing hours on a temporary basis should be highlighted at the earliest opportunity in case alternative arrangements require to be considered.
- 11 The Comhairle will endeavour to find a replacement within a reasonable period of time.

Temporary Job Share

- 12 Temporary job share arrangements may be agreed for specific purposes (i.e. undertaking a particular educational course), after consultation with the trade union and cannot be extended indefinitely. The job share partner would be employed for a temporary period and the contract would expire when the original postholder returned full-time.

Sharing Arrangements

- 13 A post may be shared on a split-day or split-week basis giving each employee a pro-rata share of the full-time hours of the post on either a morning or afternoon basis or 2/3 days on alternative weeks. Other sharing arrangements may be permitted but are subject to the approval of the Head of Department. The Head of Department will 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. The agreed arrangements will be in each sharer's contract of employment.
- 14 Overlap periods between sharers will be determined having regard to the needs of the job and the sharing arrangements.

Application of Salary Grades

- 15 Individual job sharers point on the main grade scale will be determined as per the regulations set out in SNCT 13 on salary placement regulations. If the job sharers occupy a promoted post the salary of the post will be determined through the job-sizing toolkit and paid on a pro rata basis.

Conditions of Service

16 *Contracts of Employment*

- (1) Sharers will have individual contracts with particulars of the post specified for that particular individual

Hours of Duty

- (2) The normal hours of duty for a job sharer will be a pro-rata share of those of the full-time post as agreed on appointment.

Public Holidays

- (5) The paid public holidays allocated to each job sharer will, when combined not exceed the total applicable to an equivalent full-time appointment. Sharers are required to be flexible in order to ensure equity.

Leave for other Purposes

- (6) Special leave will be granted in accordance with the conditions applying to full-time employees

Statutory Sick Pay and Allowances

- (8) Job sharers will be entitled to Statutory Sick Pay and Sickness Allowances in accordance with the Scheme of Salaries and Conditions of Service for Teaching Staff.

Maternity Leave

- (9) Job sharers will be entitled to Maternity Leave in accordance with the Maternity Leave Provisions for Teachers.

Hospital and Medical Appointments

- (10) Job sharers will be expected to arrange medical and other appointments outside working hours. Where this is not possible e.g. clinics or surgeries which take place on set days of the week coinciding with the job sharer's working hours, leave to attend appointment should be dealt with under the normal time-off arrangements.

Long Term Absence

- (11) The absence of one or both job share partners will be treated in the usual way. However a long-term absence might require to be covered and in such circumstances, the remaining partner will be given preference.

Training

- (12) Job sharers will be expected to satisfy the requirement for 35 hours CPD per annum pro rata. Training needs of job sharers will be determined on an individual basis through the Staff Development and Review Scheme. Other than for regional in-service days attendance at training courses on days when a sharer is not scheduled to work will be avoided as far as possible.

Allowances

- 17 Where the full-time post carries a Authorised Car User allowance, job sharers will both be entitled to claim for reimbursement of approved mileage. Sharers occupying Essential User posts will, however, only be entitled to a portion of the "lump sum" allowance relative to the number of hours worked. Any exceptions to this arrangements must be referred to the Personnel Section.
- 18 Other allowances such as subsistence, disturbance and removal expenses will be covered by the conditions which apply to full-time employees.

Superannuation

- 19 Job sharers will be eligible for membership of the Scottish Teachers Superannuation Scheme.

Grievance and Disciplinary Procedures

- 20 Job sharers will be covered by the terms of the Comhairle's Grievance and Disciplinary Procedures.

Other Work

- 21 Where a job sharer wishes to become involved in other part-time work outwith the Comhairle, the authority must be advised in advance and permission granted, to ensure that no conflict of interest is involved.