

## Job Share

### *Purpose*

1. The University is committed to Equal Opportunities and the provision of practices that support work-life balance. In support of this, the University shall operate a Job Share scheme to ensure that it can recruit and retain staff from as wide a pool of talent as possible. It recognises that the option of job sharing offers a range of career opportunities to those who cannot work full-time and promotes flexibility in the workplace. This Policy shall in no way substitute for, nor affect the contractual position of Associate Lecturers. Neither shall it inhibit the possibility of employment of Associate Lecturers.

### **Eligibility and Application**

2. Individuals are free to apply for any vacancy within the University on a job share basis, and all staff are free to apply to a post on a job share basis, or request that they cover their existing post as a job share. This applies to all staff irrespective of grade.

3. External advertisements shall include, as standard, a note that applications will be considered from individuals who wish to apply for the post on a job share basis. This shall be added to the Equal Opportunities statement in advertisements as follows:

*'Middlesex University is working towards equality of opportunity. Job share applications will be considered.'*

4. A statement shall also be added to the bottom of the Person Specification, below the sentence on Equal Opportunities as follows:

*'Job share applications will be considered. When received, the University shall assess the feasibility of covering the post with a job share in line with the University's Job Share Policy. Where job share is feasible, selection of the best candidate will be based on an assessment against the Person Specification in line with the University's Staff Recruitment and Selection Policy'.*

5. In the event of an application for a job share, the line manager shall assess the feasibility of covering the post with a job share for approval by the line Management Team manager. It is considered that most jobs may be covered on a job share basis, with appropriate planning and management. Hence applications to job share shall not be unreasonably rejected on the basis of the job share itself. Any case whereby a job share is considered not to be possible shall be discussed with Human Resource Services and, if necessary, with the line director before a final conclusion is reached. A decision that a vacancy is not suitable for job sharing or refusal to consider job share proposals must be based on sound **objective** reasons. These shall normally be related to and justified by operational needs.

6. Where individuals apply for a vacancy within the University on a job share basis, selection shall be of the best candidate(s) for the post based on assessment against the person specification, in line with the University's Staff Recruitment and Selection Policy.

7. Where two (or more) individuals apply jointly or separately for a job share, and both represent the best candidates for the post, the line manager shall consider the feasibility of covering the post with a job share (as detailed above), and shall offer the vacancy to the individuals as a job share, where this is appropriate. As above, any case whereby a job share is considered not to be possible shall be discussed with Human Resource Services and, if necessary the Line Director. In cases where there is sound objective reason why a job share will not be possible, the reasons shall be explained to the job share candidates, and alternatives offered where appropriate.

8. Where one individual applies for a vacancy as part of a job share without a complimentary job sharer and the individual meets the criteria in the person specification, the panel shall liaise with Human Resource Services to discuss the most appropriate way forward. This shall include consideration of the consequences of appointing the job sharer and re-advertising for a complimentary job sharer, alongside assessment of whether there is an alternative candidate who is suitable for the post as measured against the person specification, who can work the contractual hours required. The panel chair is responsible for the final decision, following advice from Human Resource Services. Where an alternative candidate is appointed, the reasons shall be explained to the job share candidate by the panel chair. Given the equal opportunities sensitivities, this shall again follow consultation with Human Resource Services.

9. Where an individual currently in post requests to continue in post as part of a job share, or is returning from leave such as maternity leave, the line manager shall firstly consider the feasibility of covering the post with a job share (as detailed above). The vacant part of the proposed job share shall then be advertised in line with the details in paragraph 23. Similarly, where no suitable applicant is forthcoming, the first two points of paragraph 23 shall be explored. Where the situation is not satisfactorily resolved through these steps, the job share vacancy may be re-advertised in a further six months at the request of the individual.

## **Setting up the Job Share**

### ***Contract***

10. Staff shall be contracted on a part-time basis in accordance with how the job is being shared (for example 0.5 FTE), and shall be remunerated on a pro rata basis in line with this. In this regard, the contract will mirror a standard part-time or Associate contract.

11. The contract shall additionally incorporate the requirements of the Job Share policy as specified in this paper, and shall state clearly that the employment is a job share with a named individual. In the event that the other part of the job share becomes vacant, the details given in paragraphs 22 and 23 apply and a statement to this effect shall be contained in the individual's contract.

12. In all other regards the same conditions of service, operational procedures and guidelines apply as for any member of the University staff.

### ***Work Rota***

13. The line manager shall establish a basic rota with the job sharers covering how the full hours of the job are to be shared for example: alternate weeks; alternate days; split days.

14. The rota shall normally include an overlap of time to accommodate work handover, management and team meetings. In most cases this will be a minimum of 1 hour per week.

### ***Allocation of Responsibilities***

15. Members of a job share shall be considered as two equal members of a team, and work and responsibility shall be allocated and shared on this basis.

16. Actual operation and organisation shall be determined by the line manager with the job sharers and continuously monitored to establish most effective operation. This is likely to involve detailed communications for handover between job sharer sessions to ensure the flexibility to meet ongoing priorities and changing demands in each job sharer session.

### ***Holiday and Sickness Cover***

17. Booking holiday time shall operate as for all staff, that is it shall be arranged as far in advance as possible at a time convenient to both the line manager and the individual.

18. There is no automatic requirement that staff on a job share must arrange annual leave at different times to each other, other than that the arrangements which cover the job share must be agreed by the line manager, in line with paragraphs 13 and 16 above.

19. Where additional hours are available to cover absence on leave, or sick leave, the other job sharer shall have first choice to cover the additional hours, before other arrangements are made, such as temporary casual cover.

20. Public holidays shall be treated in the same way as for any part time member of staff. As such staff are entitled to such paid leave on a pro rata basis irrespective of whether they normally attend work on the day of the public holiday.

### ***Equal Treatment***

21. Job sharers shall enjoy the same training and promotion opportunities, communication and involvement as for any other member of staff.

### ***Job Share Vacancy***

22. In the event of one job share partner leaving, the vacancy shall be advertised and recruited to, following the University's Staff Recruitment and Selection Policy. On this basis, the other job sharer shall have the opportunity to apply.

23. The job share vacancy shall be advertised on up to at least two separate occasions, including two separate external advertisements as appropriate to seek a replacement job sharer. Where no suitable applicant is forthcoming the following steps shall be explored with the line manager and remaining job sharer, with the aim of reaching a mutual agreement of the best way forward:

- temporarily increasing the hours of the job sharer whilst further attempts are made to recruit another job sharer
- assessment of whether the work covered by the particular job share arrangements needs another job sharer or full time employee to cover the requirements, or whether the workload undertaken by the job sharer who left can be accommodated in some other way, for example through a separate part time post
- further consideration regarding the remaining job sharer being appointed to the corresponding job share vacancy

- exploration of redeployment opportunities for the remaining job sharer to an alternative part time position for which the individual is suitably qualified and experienced.

24. In the last resort, if all other alternatives have been exhausted, there shall be the need to terminate the remaining job sharer's contract of employment with the University. This is anticipated to be exceptional, and it is to be emphasised that every possible effort shall be made to establish a suitable alternative way of progressing, with Human Resource Services extensively involved.

25. Where a job sharer leaves temporarily, for example to take a career break, sabbatical or maternity leave, the same procedure shall initially be followed as for a non-job sharer. As such the line manager shall review the most appropriate way of covering the temporary absence including, for example redistributing the work or arrange an acting position. Where a temporary vacancy is to be covered, paragraphs 22 to 24 apply.

### **Procedures**

26. The individual(s) shall apply for consideration as part of a job share, either to a vacancy or within their existing post. The application shall be to their line manager where this is as part of their existing post, or in response to an advertisement where this is to a vacancy.

27. Where an individual is seeking a job share in their existing post or applies for a vacant post, the line manager shall assess the feasibility of operating the post as a job share, and shall gain the approval of the line Management Team manager. The process to follow is outlined in paragraph 9. Where it is not considered feasible to operate the position as a job share, this shall be discussed with Human Resource Services and if necessary the Line Director before a final decision is made. A decision that a post is not suitable for job sharing must be based on sound objective reasons (see also paragraph 5.)

28. Where one part of a joint/linked application is rejected at either short-listing or after interview, the successful job sharer shall be given the option of continuing with her/his application. The panel chair shall follow the process outlined for one job share applicant in paragraph 8, in consultation with Human Resource Services.

29. Where only one job sharer applies for a post and, based on assessment against the person specification, is considered the best applicant for the post, the panel shall liaise with Human Resource Services to discuss the most appropriate way forward. The panel shall also consider whether the consequent job share vacancy shall be re-advertised or whether an alternative suitable candidate should be appointed (see paragraph 8).

30. The appointment panel chair shall feed back reasons for rejection to an otherwise successful job sharer applicant.

31. Where a job share is to be set up, the line manager shall notify Human Resource Services of the details of the job share, who will issue a revised or new contract of employment, as appropriate.

*This policy was agreed in principle by Management Team at its meeting on 18 September 1995 and adopted by the University following consultation with the Trades Unions in February 1996. It was reviewed in 2001, following consultation with Management Team and the recognised Trade Unions, and approved by Executive Team on 10 January 2002. It is due for review in January 2007. **It was agreed at the Joint Unions Consultative and Negotiating Committee on 29 November 2006 to defer the review for one year.***