Job Share Policy

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<td>Endorsing Body:</td>
<td>Human Resources Forum</td>
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<td>Governance or Assurance Committee</td>
<td>Staff Governance Committee</td>
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<td>Implementation Date:</td>
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## CONSULTATION AND DISTRIBUTION RECORD

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## CHANGE RECORD

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<tr>
<td>26.05.16</td>
<td>Geraldine Reilly</td>
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<td>3</td>
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<td>May `18</td>
<td>Deputy HRD</td>
<td>GDPR statement added into section 3 and updated name of Data Protection Act</td>
<td>3</td>
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<tr>
<td>April `19</td>
<td>Head of HR – Policy &amp; Governance</td>
<td>Change of review date</td>
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1. INTRODUCTION

NHS Lanarkshire is committed to equal opportunities and the promotion of flexible employee friendly, work practice opportunities for all members of staff. By implementing this job share policy, NHS Lanarkshire aims to create an environment which will allow all employees to utilise their skills, talents and experience and thereby allow it to both recruit and retain a well motivated and committed workforce. NHS Lanarkshire will actively promote job sharing by ensuring that all job advertisements state that applications will be welcomed from candidates seeking a job share opportunity. Job sharing represents an opportunity for staff to work fewer hours while maintaining their career prospects and personal development. Job share is designed to increase the variety and seniority of work available to those not seeking full-time employment, without reducing the number of full-time jobs in the organisational structure.

2. AIM, PURPOSE AND OUTCOMES

The policy is intended to:

- increase the pool of labour from which NHS Lanarkshire can draw staff;
- increase employment opportunities for people committed to caring for children, partners, or other relatives;
- make it easier for employees returning from maternity leave to cope with career and family, thus retaining the benefits of their skills and experience;
- enable existing employees to reduce working hours (e.g. for personal/domestic reasons; as a pre-retirement option etc);
- improve possibilities of career development for people who do not work fulltime;
- allow employees to broaden their experience and increase job satisfaction by undertaking a wider range of responsibilities at work; and
- allow employees to pursue outside interests.

3. SCOPE

The policy applies to all staff irrespective of age, sex, disability, ethnicity/race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy or maternity or gender reassignment.

NHS Lanarkshire takes care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at www.nhslanarkshire.scot.nhs.uk or ask a member of staff for a copy of our Data Protection Notice.

3.1 Who are the Stakeholders

All directly employed staff of NHS Lanarkshire.
4. **PRINCIPAL CONTENT**

Job sharing can be introduced into a post in a number of ways:

- An existing employee formally applying to management for a job share arrangement to be agreed in respect of the post they occupy.
- An internal application being made by one member of staff to share a post.
- A joint internal application being made by two or more existing employees as a unit to share a post.
- An external application being made by a candidate to job share a post.
- A joint external application being made by two candidates as a unit to job share a post.
- Two or more separate applications being made, whether internal or external, which can be matched together to form a job share unit.

**Eligibility**

The opportunity to request a job share is open to all members of staff, as well as to prospective members of staff, irrespective of the grade or level of the post. Requests for job sharing should involve the relevant HR advisor who will provide information on the employment implications.

**Rejection of Request**

If a request to job share is rejected, a full explanation must be given in writing and the refusal can only be for valid and objective organisation/operational reasons. Members of staff whose request for job share is turned down have the right to raise a formal grievance. It may be preferable in such circumstances, however, for the manager to seek advice on resolving the matter from an appropriate member of the HR Team and a representative from a trade union or professional organisations.

**Sharing of Duties**

The sharing of the duties and responsibilities of a post may take several forms. The aim in all cases is to ensure the most efficient means of carrying out all aspects of the post. Division may, for example, be into projects, tasks, clients or time. Great care should be taken not to confuse working arrangements with the job description. Although the duties may be divided, the overall responsibility must be shared. One partner should not be able to monopolise the most prestigious areas of work. The partners should always be in a position to claim that at some time each had fulfilled the duties and responsibilities of the whole post. Hours should be organised to suit both the service and the employees. However, it is understood that the hours/days/weeks agreed with either job sharer should always be such that, should one of the job sharers leave, the vacancy left would be sufficiently attractive and operationally viable to attract a replacement.

**Staff Returning From Maternity Leave**

Staff returning from maternity leave particularly benefit from job sharing. It may enable them to adjust their work patterns to their new domestic responsibilities. It will mean that NHS Lanarkshire will retain their services and the skills that may otherwise be lost. For those employees who are on maternity leave and who wish to job share the following procedure applies.
An individual should notify their manager at the earliest opportunity but at least two months prior to the return to work date that they wish to job share (this must be made clear to the employee before she commences maternity leave).

If the job is felt to be unsuitable for job sharing the manager will seek to find an agreed alternative job share. Two months prior to returning from paid maternity leave the employee will receive copies of NHS Lanarkshire’s vacancy bulletin and may apply for job share vacancies.

The employee may wish to consider the use of unpaid maternity leave to allow the manager more time to find a suitable job share. The requirement to return for three months to retain maternity pay applies equally to women returning from maternity leave on a job share basis and will commence at the date of return.

Terms and Conditions
The general spirit and intention of the scheme is that all terms and conditions of service should be applicable to job sharers on a pro-rata basis.

Contract of employment
Each partner in a job share will hold an individual contract of employment. The postholder’s job title will be that given to the established post with the endorsement “(job share)” – for example: “Medical Secretary (job share)”. The hours to be worked will be individually stated for each partner in the job share.

Rate of Pay
Pay rate will be pro-rata to the salary grade for the number of hours worked. Commencing salary and increments will be determined in accordance with the appropriate terms and conditions of employment.

Annual Leave
The standard annual leave entitlement will apply pro-rata to the number of hours/days worked.

Public and Extra Statutory Holidays
Public and statutory holidays will be agreed between the job share partners and their line manager to ensure that a pro-rata division is maintained and legislative entitlements honoured.

Sick Pay
This will be in accordance with national terms and conditions of employment.

Maternity, Adoption and Fostering, Paternity and Parental Leave
Job sharers shall be entitled to the appropriate national terms and conditions relating to maternity, adoption and fostering, paternity and parental leave. Payment will be applied on a pro-rata basis.

Changeover/Overlap Arrangements
Where continuity is regarded as an essential requirement of the job share, such arrangements must be achieved within the normal established total hours, subject to management discretion.
Travel Allowances
Entitlement to travel allowances will be determined according to the nature of the post. Full entitlement will be payable to each car user.

Car Leasing
Individual job sharers who are eligible can apply for a car under NHS Lanarkshire's leasing scheme.

Superannuation
All job sharers will be able to join the NHS Superannuation Scheme. However, because job sharers are on reduced pay this also means that they will pay less into the fund and in turn will get lower pension benefits for the period of the job share. Jobs sharers should consult the Scottish Public Pensions Agency to discuss their particular circumstances.

Overtime
Overtime may be payable if an individual job sharer works more than the conditioned full time hours per week for the post, following management approval and in accordance with national terms and conditions.

Training
Job sharers shall have access to training opportunities on the same basis as full-time and part time employees with respect to day release qualification courses.

In respect of work-related training courses, job sharers will be paid only where attendance coincides with their normal working hours. However, where training takes place on a day when a sharer does not normally work, they should be allowed time off in lieu.

All applications for attendance on training courses will be managed in accordance with NHS Lanarkshire’s study leave procedures.

Notice Periods
Normal notice periods will apply.

Selection Procedure
It will be the responsibility of those involved in the selection process to ensure that the skills and the experience of the prospective job sharers are sufficient to undertake the full duties of the post, as detailed in the person specification. Each job share applicant will be required to complete an application form for the post and each shortlisted candidate will be interviewed separately in accordance with normal recruitment practice. Where appropriate, according to the nature of the post, job sharers seeking a partner through advertisement will be given the opportunity to meet shortlisted applicants before the interview. This will in no way constitute part of the recruitment process. Job sharers shall be treated in the same way as full-time employees in relation to promotional opportunities.

Termination of Employment
In the event of the resignation of one job share partner, the vacancy shall not be advertised until the remaining sharer has been offered the opportunity to take up the remaining hours. Where the remaining postholder agrees to work full-time this arrangement will continue. However, if the remaining post holder does not want to work
full-time the balance of the post will be advertised until a job share partner is found. If a job share appointment to the “part” vacancy cannot be made within three months from the day of the first advertisement, the job share will have to end. Under these circumstances, full consultation will take place with the job sharer and his/her trade union/professional organisation representative and attempts would be made to redeploy the remaining job sharer into another suitable post.

Working Arrangements
There are various ways in which the working week may be divided for job sharers. Possible options include working on a half day basis, a half weekly basis or alternating days. Working hours must be agreed by both job sharers and line management. In normal circumstances job sharers will not be required to cover their partner’s absences, though they may opt to do so in specific instances. The working patterns of job sharers shall not be altered without full consultation with the post holders.

5. **ROLES AND RESPONSIBILITIES**

Individual Responsibility
Each job sharer is responsible individually for the satisfactory performance of his/her own duties. They are not responsible for their partner’s conduct and capability and, for the purposes of the disciplinary and grievance procedures, job sharers will be treated as individuals.

Employees must
- Ensure they are familiar with the policy and procedures
- Comply with the policy
- Attend training as necessary

Managers must
- Ensure they communicate with staff about the policy
- Consistently implement the policy at their local level
- Keep accurate records

Staff Side Representatives must
- Support the principles and procedures in the policy
- Act in accordance with NHS Lanarkshire’s Partnership Agreement
- Undertake training as appropriate

Human Resources Staff must
- Provide awareness training as appropriate
- Provide expert advice and support on the application of the policy
- Monitor and review the policy

6. **RESOURCE IMPLICATIONS**

None identified
7. **COMMUNICATION PLAN**

This policy will be launched using the weekly staff briefing and it will be available on Firstport.

This policy will also be discussed at the appropriate management team meetings and local partnership for a.

8. **QUALITY IMPROVEMENT – Monitoring and Review**

This policy will be reviewed every 3 years by the Joint Policy Forum

9. **EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

This policy meets NHS Lanarkshire’s EDIA (tick box)

10. **SUMMARY**

This policy provides a framework within which staff can apply to job share. It provides information on eligibility as well as terms and conditions of employment, should an application to job share be approved.

11. **REFERENCES**

- Work/life Balance Partnership Information Network (PIN) Policy
- General Data Protection Regulations 2018