

## Job Sharing Scheme - Support Staff Policy

### 1.0 Introduction

- 1.1 The Consortium Trust has confirmed that its employment policy is one of full and equal opportunity. This job sharing scheme should be regarded as a step towards achieving this policy and in seeking to ensure the availability of posts to as wide a field of candidates as possible.
- 1.2 It is important to acknowledge at the outset that the efficiency, effectiveness and economy of providing services as assessed by Chief Executive Officer and or Academy Head must have priority in the implementation of this scheme, at the same time having regard to the benefits of job sharing arising both to the Consortium Trust and the employees affected.
- 1.3 Job sharing exists when all the duties of a full-time post are divided between two or more employees with the salary and conditions of service being proportionately divided between them.

### 2.0 General Principles

- 2.1 Normally, job sharing will involve no more than two employees and both must be appropriately qualified in accordance with the job specification and able to undertake the full duties of the post.
- 2.2 The Chief Executive Officer and or Academy Head will decide whether or not a post is suitable for job sharing based on its nature and the requirements of the department. The working arrangements for a particular post will be decided by the Academy Head after any necessary consultations. Job sharing may take the form of either split day or split week working. Each employee must work a consistent pattern within these alternatives. Hours of work will be split in accordance with the needs of the school or establishment and the wishes of the two employees and need not be restricted to a 50:50 split. In appropriate circumstances simultaneous working may be the preferred option.
- 2.3 The pattern of work and the total number of hours worked can affect employees' continuity of employment and entitlement to statutory rights and other benefits. These can also be affected by minimum earning levels and national insurance contributions (e.g. for SSP). Employees will be made aware of the implications of working less than the statutory minimum hours of work per week to gain employment protection rights.
- 2.4 If one employee leaves, the Chief Executive Officer and or Academy Head will review the situation and if they decide that the job sharing arrangement should be discontinued, the remaining employee normally will be appointed to the post on a full-time basis if this is the employee's wish. Dependant on the outcome of the review, the vacant share of the whole post will be advertised. Should it prove necessary, the remaining job share employee will be redeployed if possible. If redeployment is not possible the remaining employee may be dismissed for "Some Other Substantial Reason" in accordance with Section 57(1)(b) of the Employment Protection (Consolidation) Act 1978. Redeployment measures will be in accordance with the principles of the Trust's Employment Stability Policy and every step will be taken in order to avoid termination of the employment. Within the scope of the policy, payment of disturbance and travelling allowances will be made in appropriate cases.



- 2.5 Entitlements for which employees qualify by length of service (annual leave, maternity leave, etc.) will be calculated individually and on a proportional basis according to the number of hours worked.
- 2.6 Some posts will require handover times and may even necessitate the two employees working at the same time. The Chief Executive Officer and or Academy Head will determine the operational feasibility of such arrangements and agree them with the employees.
- 2.7 The advertisement and particulars for posts considered suitable for job sharing will state that fact.
- 2.8 Job share employees will receive separate letters of appointment and statements of main terms and conditions of employment.
- 2.9 This scheme will be subject to review and, after consultation, may be revised or withdrawn in the light of operational experience. For monitoring purposes, the Head of Service (People) should be notified of all job share appointments/arrangements until further notice.
- 3.0 Particular Conditions of Service Affecting Job Sharing**
  - 3.1 Interview expenses**

Reimbursement of interview expenses in accordance with the full amount specified in the conditions of service will be allowed in appropriate cases.
  - 3.2 Removal expenses**

Reimbursement of removal expenses, on an individual basis, will be allowed in appropriate cases.
  - 3.3 Probationary service**

Probationary periods will be monitored in the same way as for full-time employees. In the event of an employee failing "the probationary assessment" the provisions set out in paragraph 2.4 above will be applied to the remaining employee.
  - 3.4 Pay**

The starting salary of each employee will be the minimum of the grade or, where applicable, in accordance with the usual starting salary formula, and then calculated as a proportion based on the number of hours worked. It is therefore possible that two employees sharing the same post and working the same number of hours may be appointed at different salary levels.
  - 3.5 Overtime**

If individual contractual hours are exceeded, payment will be at plain-time rate or time off in lieu will be granted as appropriate. Premium rates will only be paid for those hours when the employee exceeds the normal full-time hours of the post (usually 37).
  - 3.6 Superannuation**

Enquiries should be directed to the Head of Service (People). Existing employees contemplating job sharing are strongly advised to check their superannuation position before committing themselves to working less than the normal working week.
  - 3.7 Long service leave**

Entitlement to long service leave will be based on an employee's service, and hours worked.



**3.8 Public Holidays**

The normal Consortium Trust payment arrangements for part-time employees will apply.

**3.9 Re-grading Applications**

Applications for re-grading may be submitted by any job share employee in accordance with normal procedures.

**3.10 General Matters**

Subject to the foregoing, job sharing employees will have the same rights and obligations as full-time employees in all aspects of the employment particulars and the contents of this scheme will form part of those employment particulars.

**3.11 Enquiries**

Any enquiries regarding this scheme should be referred to Head of Service (People).

## Document Control

### Changes History

| Version | Date       | Amended By  | Details of Change                       |
|---------|------------|-------------|-----------------------------------------|
| V2      | 07/05/2020 | HoS(People) | Routine review – minor change of titles |
| V3      | 23/04/2024 | HoS(People) | Non gender specific reference           |

### Approval

This policy will be reviewed every 4 years by Head of Service People or as required by changes in legislation.

At every review, this policy will be approved by the Executive Committee.

The policy was last approved by the Executive Committee on 03/07/2024.

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