

Wiltshire Council Human Resources

Job share policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

What is it?

Wiltshire Council supports flexible working.

Job sharing is where the responsibilities of a full time post are shared by two people, both working part time hours.

This policy must be read in conjunction with the [Flexible Working policy](#).

Go directly to the section on:

- [How to request a job share arrangement](#)
- [Salary](#)
- [Annual leave and bank holiday entitlement](#)
- [Overtime](#)
- [On-call arrangements](#) and [cover arrangements](#)
- [Performance objectives](#)
- [Contract changes](#)
- [What happens if a job share partner leaves](#)
- [Line manager responsibilities](#)
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Who is covered by this policy?

All employees. However some posts may be unsuitable for job sharing due to operational requirements.

External candidates who are applying for a job at the council may also request to work on a job share basis.

What are the main points?

1. Job share partners will have separate contracts of employment.
2. A post may be shared by two people on a split day or split week basis giving each employee a pro rata share of the full time hours of the post.

3. The way in which the hours of the post are divided between the job share partners should be decided by the line manager, in consultation with both employees.
4. Limited overlap periods may be permitted but the total hours worked by both employees should not exceed the normal full time hours of the post.

How does this policy apply to me?

5. You can request that your post be considered for job sharing using the [proposal for flexible working form](#).
6. All requests will be considered in accordance with the procedures laid out in the [flexible working policy](#).
7. If the proposal is agreed the process of recruiting a job share partner will commence in line with the council's appointments procedure.
8. You will continue to work your full hours until a job share partner has been recruited.
9. If, after advertising twice for a job sharing partner, the remaining job share post remains unfilled you will continue to work your full hours and further discussions will be held about the viability of job sharing. Other flexible working options may need to be considered.

Salary

10. Job share partners will always be graded on the same scale. However they may be on different pay points within that grade based on length of service and other factors.
11. Salary will be paid pro rata based on the number of hours worked.

Annual leave and bank holiday entitlement

12. Annual leave will be calculated pro rata depending on the hours and weeks worked.
13. Bank holiday entitlement will be shared between the job share partners on a pro rata basis. If a bank holiday falls on a working day those hours will be debited from the bank holiday entitlement.
14. Where the job is shared on a split week basis it is likely that one job share partner will benefit from more bank holidays than their entitlement will cover. Any shortfall in bank holiday leave entitlement must be

deducted from annual leave entitlement or additional hours worked to balance the hours.

15. Excess bank holiday leave entitlement may be booked at other times of the year, in the same way as annual leave.

Overtime

16. If hours in excess of your contract are worked you will receive your basic hourly rate for any hours worked up to the full time hours for the post (usually 37 hours).
17. Enhanced rates are only payable to eligible employees (those employed on spinal column point 28 or below) once the normal hours for that post have been exceeded.
18. Hours worked on a Sunday or Bank holiday (where these are not part of your normal working pattern) would be paid at enhanced rates.

On-call requirements

19. Where there is an on-call requirement this should be shared, pro rata, between the job share partners with on-call payment being paid pro rata and call-outs paid in accordance with the appropriate allowances.
20. Telephone rental, where appropriate, will be paid in full to both job share partners.

Cover for leave purposes

21. Where one partner in a job share post is not at work due to sickness, maternity or other leave (excluding annual leave) the remaining job sharer may be invited to undertake additional hours up to, but not exceeding, the full time hours of the post.
22. The job sharer is not under any obligation to undertake these additional hours.

Performance objectives

23. Job share partners will have joint objectives in terms of the requirements of the role, but will have individual performance reviews concerning their personal contribution to the objectives in addition to their personal development needs and future aspirations.

Contract changes

24. Any employee who requests a job share arrangement will be deemed to have requested a permanent change to their contract, unless it is agreed otherwise in writing at the time of the change.
25. Sickness payments will be calculated on a pro rata basis depending on hours worked.
26. All other terms and conditions will remain unchanged unless specified.

Resignation of one job share partner

27. If one of the job share partners leaves the role:
 - The remaining job share partners will be offered the post on a full time basis.
 - If this is not accepted the council will take all reasonable action to recruit another job share partner through the normal appointments procedure
 - If, after advertising twice for a job sharing partner, the remaining job share post remains unfilled the post will be advertised on a full time basis and the council will seek to redeploy the remaining job share partner in accordance with the redeployment procedure. Protection arrangements will not apply.
 - In accordance with this policy, if no suitable alternative employment can be identified, the post holder's contract may be terminated to allow the appointment of a full time employee
28. If the job share partner accepts the role on a full time basis a request may be made, at a later date, to advertise for a job share partner.
29. Any such request would be considered as a new flexible working request in accordance with the procedures laid out in the [flexible working policy](#).

Line manager responsibilities

30. Manage any job share requests in accordance with the flexible working policy using the [Considering a flexible working request](#) procedure which contains:
 - timescales
 - template letters
31. To use the [manager's checklist – suitability of a post for job share](#) when reviewing any job share request.

32. Where requests are agreed follow the council's **recruitment policy and procedure** to recruit a job share partner.
33. Ensure that appropriate hand over procedures have been devised by the job share partners to enable continuity.
34. Ensure that both job share partners have the same access to development opportunities as full time staff.

Are there any exemptions?

Managers must assess the impact of job share requests on the individual, team and service area and have the right to refuse requests if they are operationally untenable and would adversely affect service delivery.

Further advice

Related policies and documents:

- [Flexible working policy](#)

For further information please speak to your manager, service manager or contact a member of your [human resources advisory team](#).

FAQs

Can I participate in the flexitime scheme if I work in a job share role?

Working in a job share role does not stop you from participating in the flexitime scheme if your manager agrees that it is feasible from an operational perspective.

Policy author	HR Policy and Reward Team – (PM)
Policy last updated	

Manager's checklist – is a post suitable for job share?

You should consider:

- How the duties and responsibilities of the post will be defined and divided, including any decision making responsibilities.
- Service requirements, including any requirements for travel, call out, on call attendance at meetings etc.
- How communication will be managed between job share partners, their manager, their colleagues and service users to ensure continuity and consistency
- Requirements for handovers/liaison time between job share partners
- Any limitations on accommodation, equipment etc.
- Whether specialist training is required – if so what are the cost implications of having two job holders?

Any concerns arising from this checklist should be discussed during your one to one meeting with the employee(s).