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| **Document Control Sheet** |

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# Job-Sharing Scheme for Support Staff

1. **Introduction**

The County Council has confirmed that its employment policy is one of full and equal opportunity. Its job-sharing scheme should be seen as a step towards achieving this as it seeks to ensure that vacant posts are available to as wide a field of candidates as possible. The Local Authority's job-sharing scheme that is consistent with that of the County Council for Single Status staff and has been the subject of consultation with local professional associations.

It should be understood at the outset that the Authority's priority in the implementation of this scheme would be the provision of an efficient, effective and economical service, having regard at the same time to the benefits of job-sharing for the LA, the particular school or college and the employees involved. It is, however, not a requirement that a school should implement the scheme in the event of a suitable vacancy arising. In drawing up this scheme, the intention has been to increase the options available to a particular institution when filling a vacant post.

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. The aim of this scheme is to establish operating principles which, in practice, would enable a school or college to make the most effective use of staff appointed to work part-time. This would apply, in particular, where it is recognised that the work of two or more staff should be directly complementary.

1. **General Principles**

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.

It will be for the governing body of a school with a delegated budget to decide whether or not a post is suitable for job-sharing in terms of the school's requirements.

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 college and the two employees and need not be restricted to a 50:50 split. In certain circumstances, periods of simultaneous working for part of the time may be the preferred option.

The pattern of work and the total number of hours worked can affect employees' continuity of employment and, therefore, their entitlement to statutory employment rights and other benefits. For example, statutory sick pay can be affected by minimum earning levels and National Insurance contributions. The Schools’ HR Team will advise the governing body accordingly, and 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.

If one employee leaves, the governing body must review the broader implications of this resignation particularly in so far as it affects the other job-sharer. If it is decided that the job-sharing arrangement should continue, the vacant share of the whole post will be advertised. The Director for Children and Young People may nominate a possible employee to fill the job-share vacancy for consideration by the governing body, consistent with the LA's general policy guidelines on redeployment.

If it is not possible to appoint a satisfactory replacement job-sharer or if it is decided that the arrangement should be discontinued, the remaining employee will normally be appointed to the post on a full-time basis if this is the employee's wish.

If this is not the employee's wish, the governing body will make every effort to achieve redeployment. The LA will assist in this process in accordance with its general policy guidelines on redeployment. If this proves impossible, the remaining employee may be dismissed for 'Some Other Substantial Reason' in accordance with relevant legislation. All reasonable steps will be taken to avoid termination of the employment.

Entitlements for which employees qualify by length of service (such as pensions) will be calculated individually and on a proportional basis according to the number of hours worked.

All job-share posts will require thought to be given to how the employees will 'hand-over' between their respective working times. In some circumstances, this may involve a meeting, in other circumstances, the employees’ working patterns may result in a different approach. The school will need to determine in advance the precise arrangements which will operate and agree them with the employees before their contracts are issued.

The advertisement and particulars for posts considered suitable for job-sharing will state that fact.

Job-share employees will receive separate letters of appointment and statements of the main terms and conditions of employment. These will reflect, where appropriate, the particular characteristics of the shared post, including the operating principles needed to ensure effectiveness.

This scheme will be subject to review and, after consultations, may be revised or withdrawn in the light of operational experience.

1. **Conditions of service affecting Job-Sharing**
   1. **Interview Expenses**

Reimbursement of interview expenses in accordance with the full amounts available to teachers at the time of the interview will be paid in appropriate cases.

* 1. **Removal Expenses**

Reimbursement of removal expenses to one or both job-sharers will be allowed within the terms of such re-location assistance to teachers and lecturers as may be currently available. Job-sharers will have access to the full entitlement and will not share the total of assistance that would have been available had a single appointment been made.

* 1. **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.

* 1. **Pay**

The starting salary of each employee will be in accordance with the usual starting salary formula or the established salary policy 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.

3.3 Overtime payments or extra hours for job sharers will be paid in accordance with the appropriate arrangements for that particular staff group. Overtime payments will not occur until individuals have worked in excess of the full-time contract hours for their particular staff group.

* 1. **Pensions**

Enquiries about pension arrangements should be directed to the Pensions Team. Existing employees who are contemplating job-sharing are strongly advised to check their current pension position before committing themselves to working less than the normal working week.

3.5 **Annual leave**

Entitlement to annual leave (including extra-statutory days and locally agreed additional days) will be proportional to the number of hours worked in relation to the normal working week. The entitlement, normally calculated in working days, may sometimes be converted to an entitlement in working hours to avoid any confusion which may arise due to complex working arrangements. Annual leave will be allowed in accordance with normal procedures.

* 1. **Public Holidays**

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

* 1. **Car Allowances**

Job-share employees shall be entitled to receive such car allowances as may be available to school or college staff in respect of the use of private motor vehicles in the course of their employment. Full payment shall be made to each employee with reimbursement at the appropriate rate for mileage covered.

* 1. **General Matters**

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

* 1. **Advice**

Further advice is available from the school’s named HR Caseworker or the Duty HR Caseworker on 0300 123 1420 option 7 or [hrcasework@schoolschoice.org](mailto:hrcasework@schoolschoice.org)

**Summary of changes**

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| **Document control** | | |
| **Date** | **Section(s)** | **Update(s)** |
| Sept 2024 | All | Made gender neutral |
| Sept 2024 | 3 | Added reference to overtime, annual leave and probation |
| Sept 2024 | 3 | Updated contact details |