

## **JOB SHARE POLICY**

### **Introduction**

The University is aware that the needs of people who work here differ greatly. Staff wishing to progress careers can equally feel a responsibility to commitments outside work. As part of its commitment to Equal Opportunities, the University has therefore adopted a job share policy. Job sharing is a variation of part time working where two people jointly share the responsibilities of one full time post. Part time employment is where employees are contracted to work less than the relevant basic week and only have responsibility for their particular post.

The University of Nottingham also has a number of other relevant policies, which the employee may wish to refer to. These are: Special Leave for Unplanned and Urgent Domestic, Personal and Family Reasons, Maternity Leave, Adoption Leave, Parental Support, Career Break, and Flexible Working Arrangements at <http://www.nottingham.ac.uk/hr/guidesandsupport> .

### **Eligibility for Job Share**

The University's Job Share policy applies equally to men and women who are existing full time members of staff and who wish their full time post to be converted to a job share. In considering requests or deciding priority between competing claims, the interests of the University will be taken into account. The hours of each partner in the job share do not have to be equal as long as the combination between the two job share partners covers the full time hours of the post.

### **Application process for existing staff**

- Existing members of full time staff who wish to job share may indicate this by an informal approach to their Head of Department/School and subsequently by writing to their HR Employment Relations Adviser giving a minimum of four months notice.
- The HR Employment Relations Adviser will discuss the request with the applicant and the appropriate Head of Department/School. The attitude of the University to job share is positive but clearly its interest must be taken into account in considering applications.
- Before any application to job share is approved in principle, the HR Employment Relations Adviser will ensure that the member of staff concerned is fully aware of the implications of amending their full time contract of employment to job share.
- Employees should understand that their pension and any respective pension benefits such as death in service and, where applicable, ill health retirement will be affected. Staff may wish to contact the University Pensions Administrator to ensure that any implications for their pension membership and benefits are understood. Staff can also contact the relevant pension scheme helpline details of which can be found on the pensions notice board.
- Approval in principle will be conditional upon the University being able to recruit a suitable job share partner within three months of the post first being advertised. Where the University is not successful in recruiting a job share partner, a new application to job share may not be submitted for a minimum period of nine months.
- Existing staff will normally be required to continue working full time whilst a job share partner is being recruited.
- Whilst there is an expectation that the job share partner will cover some of the work during annual leave and periods of sickness it is not mandatory to cover the vacant hours of work during this time. Managers may request an increase in hours from the remaining job share partner during such periods of leave, but any changes would be by mutual consent. Any increase in hours would be paid at the employee's basic hourly rate.
- Bank holidays and University holidays will be split, regardless of work pattern, on a pro rata basis.

## **Vacant Posts**

Full time vacancies will be advertised on a job share basis unless a Head of Department/School makes a specific recommendation not to through the Authority to Fill a Staff Post form. The advertisement will include the phrase 'This post is open to Job Share'.

Applicants for a job share post are not required to apply with a job share partner.

Applicants must state, in a covering letter attached to their application, the days and hours they are able to work.

All applicants will be considered entirely on their merits and the most suitable person(s) appointed. With a job share arrangement, however, it is important to ensure that there are two candidates who meet the requirements for the post and are able to work the hours required. If there is only one suitable candidate who requires a job share arrangement, but no suitable partner available, then job share will not be possible for that post and a full time appointment will have to be made.

When a job share partner leaves, the following action will be taken by the University in relation to the remaining employee:

- i. If one of the job share partners post becomes vacant for any reason, the remaining partner may be requested to work extended hours, possibly up to a standard full time week. The job will be offered to the remaining job share partner on a full time basis, subject to the acceptance of the conditions of appointment applicable to the full time post. Or, where appropriate, the remaining partner will be given the opportunity should they wish to do so, to increase their hours including up to the full time hours of the post. Any change would be by mutual consent. If the remaining employee wishes to continue job sharing, the University will attempt to recruit another job share partner.
- ii. If, after a period of three months from the date of the first advertisement, a partner has not been appointed, the remaining partner will again be offered the job on a full time basis. If the remaining partner does not accept this offer, the University will discuss with the employee concerned whether any alternative options are available. If practicable, this may include redeployment to another post within the University on the pay, terms and conditions applicable to that other post.
- iii. When the procedure set out in i. to ii. above has been exhausted and no practicable solution found, the University will be entitled to give notice of termination of the remaining job share partner's contract of employment.

## **For further information**

Please contact your [HR Employment Relations Adviser](#)

**Human Resources Department**  
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