

1. Introduction

- 1.1 Job-sharing is a form of employment under which two or more employees share one full-time position.
- 1.2 Job-sharing has been used for many years as a form of part time or flexible working as it grants employees concerned and also to the Company, especially during very busy periods, the benefit of the job-sharer's hours built in to the job.
- 1.3 In a job-share arrangement the responsibilities and duties of the job are split, and the hours, pay and other conditions of the job are divided in proportion to the hours worked by each job sharer.
- 1.4 Jobs may be split in a number of ways. For example, by dividing the total number of hours that must be worked by the job into different duties to each job sharer. However the job is split, it is important for the employer to build flexibility into the arrangement so that the hours or duties can be covered in the event of absence or sickness.

2. Managing Job-share Arrangements

- 2.1 Essentially, job-share arrangements are part-time employment contracts.
- 2.2 Each job sharer's contract should set down that employee's terms of employment, the hours of work and the level of flexibility required.
- 2.3 Each job-sharer's contract should state the extent to which the job-sharer is required to work in the event of their partner's absence e.g. for sickness or holiday. This should be agreed when the job-share arrangement is being set up and agreed when the job-share arrangement is being set up. Employers should take a reasonable approach and bear in mind that it is not fair to expect one half of the job-share arrangement to cover the full job if, for example, the other employee calls in sick.
- 2.4 It is sensible to consider the possibility of overlap between the two job-sharers so that there is some time when they are both at work together. This will ensure continuity of work and consistency of approach.
- 2.5 Employers should consider the possibility of overlap between the two job-sharers so that there is some time when they are both at work together. This will ensure continuity of work and consistency of approach.
- 2.6 Similarly, training needs should be considered individually for each half of the job-share arrangement.

3. What Happens When a Job-share Partner Leaves?

- 3.1 The employment contract should define what will happen if one job-share partner leaves the Company. Specifically, the contract should define what will happen if a new job share partner cannot be found within a specified period of time and after the Employer has

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the role.

- aining job-sharer will be asked if
time basis. If not, he/she will be
ere in the Company. If there is no
o which the remaining job-sharer
o terminate the employment of the
person to carry out the whole job

- For 'Some other substantial reason'

- the start of the arrangement that
 ted in these circumstances; and

- Efforts to find a replacement job-

- ably in dismissing the remaining
pressure on him/her to work longer

employees and so are entitled to entitlement or pay, on a pro rata or similar role.

- It also applies to non-contractual
cases.

- statutory rights as full time workers
dismissal rights.

- as the result of a flexible working
st be followed (see Simply-Docs

- Working is available to male and
months' service who have caring
7 (18 if the child is disabled) or for