



Job Sharing

Bath Spa University is committed both to issues of equality of opportunity and to providing flexible working practices to assist in the work/life balance for staff. The University supports the practice of job sharing. It recognises that job sharing opens up a range of opportunities for those who cannot or choose not to work full time.

The practice of job sharing

Job sharing is an arrangement whereby two people choose to share a permanent job and the salary and benefits are divided between them according to the amount of time they each work. Each person's terms are equivalent to those of a full time member of staff, on a pro rata basis.

Most vacant posts will be deemed to be appropriate for a job share arrangement and will therefore be advertised as available on a job share basis. No post will be deemed as only available on a job share basis.

Staff in existing full time posts can request to work on a job share basis. This request should be to the Head of School/Department who is responsible for agreeing any changes in working arrangements.

There is no automatic right for any applicant to work on a job share basis. All applications will be considered and managers must have sound reasons not to allow a job share arrangement to operate.

There will be no compulsion on full time or part time staff in post to share jobs unless they voluntarily express a desire to do so, nor shall those making applications for full time work be compelled to consider job share instead.

Job share opportunities

Vacant posts

Most full time vacant or new posts will be considered suitable for job sharing. The post will be advertised accordingly. If for any reason the Head of School/Department believes that the post is not suitable on a job share basis, they must discuss this with the Director of Human Resources.

Applicants will be asked to indicate whether they wish to be considered on a full time or job share basis.

Existing post holders

An existing full time employee may apply to their Head of School/Department for a job share arrangement to be agreed for their post. Where this is agreed, the Human Resources Department will be informed. An advert will be placed seeking a job share partner. Should a suitable partner be found, the managers must then satisfy themselves that partners are suitable for the post, via a formal interview of new applicants.

It is only if a suitable partner for the job share can be found, that the existing employee can commence working on a job share arrangement.

Selection procedures

The short listing and selection of job share applications will be carried out in accordance with current recruitment practices, with all applicants being treated equally.

At the selection stage, each short listed candidate will be interviewed separately. Consideration will be given to introducing the potential job share partners to each other, wherever practicable.

In determining the suitability of a job share partnership, the selection panel must be satisfied that the proposed working pattern meets the demands of the job.

Single applications

In the event of only one job share application being received for a full time post advertised as suitable for job sharing, the applicant will be rejected at the short listing stage unless he/she has indicated on applying that he/she would be prepared to work full time, if necessary.

Joint/linked applications

If, at the short-listing stage, one half of the joint/linked application is rejected, the successful half will be given the option of continuing through the selection process either with any unlinked short listed job share applicant or as a full time applicant. Similarly, if one half of a joint/linked application proves unsuccessful at the final

selection stage, he/she should be rejected. The remaining partner should be offered the option of being considered as a full time applicant should he/she wish.

Not linked/multiple applications

Applications for job share that are not linked will be treated the same as non-job share applicants. If they meet the criteria at the short-listing stage, they will be interviewed. If only one job share applicant is short listed, then they will be offered the opportunity to be considered for the full time job.

For unlinked applicants, if two suitable applicants are identified at the interview stage, they will be offered the opportunity to meet and discuss their working patterns. If they are in agreement and the line manager is satisfied with the arrangement, then the two applicants can be offered the post on a job share basis.

General principles

Each job share partner will hold a Contract of Employment. The post holders' job title will be that given to the full time job with the endorsement - Job Share.

Job sharers will be paid pro rata to the full time rate for the number of hours worked. Commencing salary and increments where applicable will be determined in accordance with normal practice. Individual sharers may be paid at different points on the salary scale, dependant upon their previous experience, skills and work.

The hours to be worked will be stated in each individual contract. The total hours will not exceed the hours for a full time post.

The work may be divided in a number of ways (e.g. with each partner working mornings/afternoons or a combination of working days split between the two partners, etc) Job sharers and Heads of Schools/Departments will have to agree arrangements at the outset.

It may be necessary within a working pattern that job sharers have a period of overlap on a regular basis. When this is necessary, it should be part of the established pattern of work and will be contained within the working week.

Any agreed overtime arrangements will be paid in accordance with the arrangements for that particular staff group. Overtime will not be paid until individuals have worked in

excess of the contracted hours for their particular staff group. The usual rules apply for any overtime worked.

Job sharers will receive the standard pro rata annual leave provisions according to their staff group. Where job sharers work different days of the week, statutory holidays and closure days will be shared equally between the job share partners.

Job sharers will be entitled to maternity/paternity leave where appropriate in accordance with the procedures. Payment will be on a pro rata basis.

If one partner in a job share arrangement leaves, the post will automatically be offered as a full time post to the remaining partner. If the remaining partner does not wish to work full time, the single job share post will be advertised.

The relevant TU will be involved and consulted as soon as a job share post holder is at risk i.e. when the post holder's job share partner leaves.

The remaining job sharer may be offered extra hours temporarily but will not be compelled to take them.

If another suitable job share partner cannot be found and it is necessary for the post to be filled for the whole of the full time hours, the remaining job share partner will, wherever possible, transfer to another post, with the same, or similar hours of work.

Where no other suitable post can be found and if redundancy is not an option, the University reserves the right to terminate the post. This possibility will be fully explained to anyone considering or taking up a job share opportunity.

All rights, which are available to full time staff, will be available to job share partners.

