



## Job Share Policy

<b>Responsibility for Policy:</b>	Executive Director of Human Resources
<b>Relevant to:</b>	All LJMU Staff
<b>Approved by:</b>	Long Standing LJMU Policy
<b>Responsibility for Document Review:</b>	Executive Director of Human Resources
<b>Date introduced:</b>	
<b>Date(s) modified:</b>	February 2005, February 2016, May 2018, September 2020
<b>Next Review Date:</b>	May 2021

### RELEVANT DOCUMENTS

Documents that relate to the creation of this policy

### RELATED POLICIES & DOCUMENTS

Internal policies or documents that are relevant to this policy

## **Human Resources**

### **Job Share Policy**

#### **Introduction**

The University supports the concept of Job Sharing as a means of creating and extending more flexible employment opportunities without incurring significant additional costs. A Job Share is when people share the responsibilities of one full time position; it is different from part time work where the employee is individually responsible for the work. Job Sharers share all of the responsibilities of the post which they hold jointly and must communicate regularly to ensure continuity of approach.

#### **Aims and Objectives**

- To retain valuable skills and employees
- To widen the University's recruitment pool in order to overcome the potential skill shortages
- To create employment prospects for those who might not otherwise have the opportunities to utilise their skills and experience
- To accommodate those who want to work shorter hours because of domestic commitments

#### **Application Procedure**

Job Share is not a right and each application will be dealt with on an individual basis, the University will only agree to Job Sharing where it is reasonable and practicable to do so and where operational needs will not be adversely affected.

Consideration will be given to the introduction of a job share arrangement in the following circumstances

- Employees in the same department on the same grade performing tasks which are the same or substantially similar
- An existing employee occupying a full time posts requests to occupy it on a job share basis
- A vacant post is to be filled

## **Existing Employees**

Applications from employees for a Job Share should be made in writing to the Dean of the Faculty/Director of Service and should be submitted via the line manager. The application will then be considered by the Line Manager in consultation with Human Resources to determine whether the post is suitable for job sharing.

If the application is successful the Line Manager will in consultation with Human Resources agree the terms of the arrangement with the individual taking account both of the needs of the individual and operational requirements.

If the application is rejected, full discussion will take place and written reasons for refusal provided. The employee will then have access to the normal grievance procedure

When a Job Share has been agreed the remaining part of the post will be advertised and the normal recruitment procedure will apply. Until such time as a Job Share partner is recruited the existing employee will continue to work full time subject to operational needs.

## **Requests during recruitment**

Consideration should be given to advertising posts as either full time or suitable for Job Share. Where a post has been advertised as suitable for job share shortlisting should be undertaken in accordance with University policy based on the merits of the applicants without prejudice for their preferences as either full time or job share.

However for a post to be shared there should be at least 2 potential sharers amongst the short-listed candidates. Therefore if only one job sharer is short-listed the post cannot be shared. Under these circumstances the Human Resources representative should contact the candidate and ask if they wish to be considered for the post on a full time basis. However, should this not be the case, the individual should be shortlisted and appointed, any consequential vacancy advertised if appropriate.

When conducting interviews for posts open to Job Share the panel will have to select the most suitable candidate(s) for the post, therefore the panel will have to consider the overall suitability of the prospective sharers against that of a potential full time candidate.

## **Vacancies arising from a Job Share**

When one sharer leaves a shared post the vacancy should be reviewed in the usual way. If the Dean/Director decides to fill the vacant portion it will initially be offered to the remaining sharer on a full time basis. If the remaining sharer

does not wish to take the post it will be advertised in line with normal recruitment procedures.

### **Rights, Duties and Obligations**

Each partner to a Job Share will have an individual contract of employment. The post holders job title will be that given to the established post with the endorsement (Job Share).

Job sharers will have the same terms and Conditions as full timers, calculated on a pro rata basis.

Data protection:

Employers can be subject to significant fines under the General Data Protection Regulation (GDPR) for failure to follow the data protection principles and data breach requirements. Organisations may also be subject to direct claims for compensation by individuals who have suffered damage as a result of a breach of the GDPR.