



Polasaí agus Nósanna Imeachta/Policies and Procedures

Code	QA133
Title	Job Share Scheme
Policy Owner	Director of Human Resources
Date	23/06/2004; Latest review date: 18/09/2023
Approved By	University Management Team

1.0 Policy Statement

The University confirms its commitment to develop, maintain and support a comprehensive policy of equal opportunities in employment within the University. To assist in this the University will actively support job sharing where it is reasonable and practical to do so and where operational needs will not be adversely affected.

2.0 Definition of Job Share

A job share is defined as two appropriately qualified people voluntarily agreeing to share all the duties and responsibilities of one full-time post. The job share will involve a pro rata share of the full duties of the post i.e. teaching, research, administration and contribution to the wider community. A job share will normally involve a 50:50 or 60:40 share of the post. Exceptional circumstances will be considered on their merits for other requests.

3.0 Eligibility and Purpose

The scheme is open to all grades of permanent staff who have satisfactorily completed their probationary period. The purpose of the Job Share Scheme is to facilitate staff in undertaking their family commitments. Any other request for leave should be dealt with under the appropriate procedure.

4.0 Application Process

Applications should be addressed to Employee Relations, Human Resources Office at least nine months before the commencement of the academic year in which it is proposed to commence the job-sharing. The applicant should send a copy of the application to the Head of the Unit/School at the same time (Application form [available here](#)). The Employee Relations Manager will discuss a range of options with the applicant to facilitate the applicant's request. Following this the Employee Relations Manager will seek a recommendation from the Head of Unit/School.

5.0 Consideration of the Application

The application for job sharing, together with the recommendation from the Head of Unit/School, will be considered by the Academic Planning and Resource Committee (APRC). The Academic Planning and Resource Committee will advise Údarás na hOllscoile on the application. Agreement to a post being shared should not be unreasonably withheld. In the event of the Committee not recommending the proposed job sharing arrangement, the Secretary of the Committee will set out in writing to the applicant the reasons for its decision.

6.0 Appeals

The applicant will have the right to appeal, normally within a three-week period, in writing, on the basis of discrimination or on procedural grounds to the Director of Human Resources specifying the basis for the appeal. In the event that the appeal is being lodged on the grounds of incorrect procedure, the Director of Human Resources will return the request to the Academic Planning and Resource Committee for reconsideration.



In the event that the appeal is on the grounds of discrimination the Director of Human Resources will request a panel to investigate the matter. The panel shall include a Human Resources Manager, the Equality Manager, and the Head of Unit/School of a cognate area. Following a full investigation, the panel will recommend to the Director of Human Resources whether it believes discrimination has taken place. The Director of Human Resources will then recommend to Údarás na hOllscoile on the appeal.

The appellant will be notified of the outcome of their appeal within a reasonable time period following the subsequent meetings of the Academic Planning and Resource Committee and Údarás na hOllscoile.

7.0 Locating a Job Share Partner

A job-sharing partner will be sought by means of external advertisement. The available percentage of the post will be advertised and filled, initially, on a specific purpose contract basis for the duration of the proposed job share in line with the usual recruitment practices relevant to a contract post at that grade.

However, if it involves a permanent arrangement, the University will consider the permanent appointment to a part-time position. As soon as it is agreed that a job share post be filled on a permanent basis the usual recruitment procedures relevant to the grade of the post will be followed. The job-sharing scheme is an equal opportunities initiative and it is not the intention of the job-sharing scheme to reduce the number of full-time positions.

8.0 Job Share Arrangements

Once agreement has been reached on the job share arrangements there must be clear and explicit records kept of the arrangement and copies provided in writing to the parties concerned, the Head of Unit/School and the Human Resources Office.

a. Nature of the Work

The duties of the shared post will include a pro rata share of research, teaching and administrative responsibilities and contribution to the wider community as agreed between the parties and the appropriate Head of Unit/School. The duties of the post will involve an equitable split of the teaching and administration elements of the post and that research work will be dealt with on an individual basis in such a manner as to ensure that neither job-sharer will be disadvantaged in pursuing research.

b. Timetable Arrangement

The timetable arrangements for job-sharing should be designed, within the spirit of the scheme, to facilitate job sharers as far as is practicable. If, following discussion and consultation, no agreement is reached the Head of Unit/School will decide on the arrangements.

c. Hours of Work

The particular needs of the post will largely determine what patterns of job-sharing are possible. To ensure that operational needs are met the division of the full-time hours will be decided by the Head of Unit/School in consultation with the Job Sharers. The following are suggestions as to how the working week can be divided:

- Half or split days, i.e. one partner working in the morning and the other partner working in the afternoon.
- Half or split weeks i.e. one partner working the first 2.5 days (Monday to Wednesday morning) and the other partner working the remaining 2.5 days (Wednesday afternoon to Friday).
- Two days one week and three days the next i.e. with the job sharers alternating to work the extra day.



- Alternate weeks i.e. job share partners each work, one week on, one week off. Normally this is on a Wednesday to Wednesday basis.
- Or other suitable arrangements.

Special attention may be required in the division of unsociable hours in posts. The Head of Unit/School, in consultation with the job sharers, will decide the hours in advance.

9.0 Duration

Members of staff may apply for the facility of job-sharing their post for a minimum of 1 year up to a max of 4 years. Should a job sharer, who has been granted the facility for less than a four-year period, wish to extend the arrangement up to a maximum of 4 years application should be made to Employee Relations, Human Resources Office nine months prior to the cessation of the initial job-share period.

The permanent member of staff, who originally sought the job-sharing arrangement on a temporary basis, will return to full-time employment on completion of the arrangement.

However, should he/she wish to job share on a permanent basis he/she must re-apply to Employee Relations, Human Resources Office nine months before cessation of the job-share period. The Academic Planning and Resource Committee will recommend to Údarás na hOllscoile on the application, having received a report from the Head of Unit/School on the job-sharing period and having obtained their recommendation on the proposed permanent arrangement. However, if the staff member who originally sought the job sharing arrangement does not apply to opt for a job share on a permanent basis then it will be assumed that they will automatically return to full time employment and the fixed term contract staff member will cease to be employed.

The total period of job-sharing should not normally exceed four years in a ten-year period.

10.0 Conditions of Service

a. Pay

For each grade in which job-sharing arrangements operate, the scale of pay applicable to job-sharing partners shall be on a pro rata basis at an appropriate percentage of the salary of the full-time staff member. However, differences in levels of experience and/or previous employment may justify paying the job share partners on different incremental points of the same scale.

b. Increments

Job Share partners will qualify for increments under the same procedures as full-time personnel.

c. Promotion

Permanent Job-sharing staff will be eligible for promotion on the same basis as full time staff. Staff who are job sharing will not be distinguished from full-time staff in respect of consideration for promotion, provided they are otherwise eligible. In this regard, the organisation of work of the job sharers should facilitate the pursuance of a total profile for the post including teaching and examining, research and contribution to the Unit/School, University and community. In the event that a job sharer is promoted this promotion is personal to the individual and does not affect the rights or conditions of the job-share partner.

d. Annual Leave

The holiday entitlement will apply on a pro rata basis.



e. Sabbatical Leave

The provisions of the sabbatical leave scheme will apply to a permanent job sharer. For Reckonable Service see European Court of Justice (ECJ) ruling in Hill and Stapleton case 1998. Work four years, two of which was job-sharing and two full time, prior to the ECJ ruling the total number of years worked would have been three, after the ruling the total number of reckonable years is four. This includes all forms of selection processes in which reckonable service is a factor (e.g promotions, sabbatical leave, assignment to higher duties etc.)

f. Public and Privilege Holidays

Staff working on a 'split week' (or similar) are entitled, in respect of any public holiday on which they would not have been scheduled to work, to paid time off within one month of the public holiday. Payment will not be made in lieu of untaken public holidays or annual leave days except in the case of cessation of employment. For public holidays on which they would normally have been scheduled to work, they will continue to receive a full day's pay. There is no change under the Organisation of Working Time Act, 1997, in respect of staff who work a half-day, so they will continue to receive a half-day's pay for each public holiday.

g. Sick Leave/Maternity Leave

Job Sharers have entitlements equal to those applicable to full-time staff. Sick leave will be granted, in line with University policy, to job sharing partners on a pro rata basis. All members of staff are required to notify their Head of Unit/School if they are unable to attend work through illness. A maximum of two days at a time will be allowed without a doctor's certificate. Otherwise, the University will pay sick leave only on a doctor's certificate.

h. Pension

Permanent Job sharing partners will be eligible for the same pension entitlements on a pro-rata basis as full-time staff. Pensionable salary will be based on full-time salary. However, a member of staff may have the option to purchase the balance of pension under the "Purchase of Notional Service Scheme" by making a contribution of an appropriate percentage of salary. For further information refer to the Pensions Officer of the University.

i. Purpose of Job-Sharing

All job-sharing staff will be required to give a written undertaking, form attached, that during the period of their service in a job-sharing capacity, they will not engage in any form of employment that would be in conflict or in competition with their service to the university. Guidelines in relation to consultancy work will apply to both job sharers.

j. Temporary return to Full-Time Employment

In exceptional circumstances the Head of Unit/School may request a permanent job sharer to resume duty on a full-time basis for a temporary period, e.g. for the purpose of attending a specific training course, out of time meetings. This provision will not be used unreasonably and the job sharer will have the right to have the Employee Relations Manager review any such request. The job sharer will not be requested to temporarily return to duty to provide cover for short-term sick or annual leave of the job sharer's partner. The individual concerned who returns to full-time hours would be treated as full-time in all respects for the duration of such assignment.



11.0 Return to Full-time Employment

The permanent job sharer, after job-sharing for a minimum of one year, has the option to return to their full-time post. (See Section 10 above regarding making application to job-share on a permanent basis). In exceptional cases (e.g. in the event of unforeseen change in personal circumstances) the permanent job sharer may request to return to full-time work before the expiry of the job-share period. The request must be forwarded to the Employee Relations Manager, copy to Head of Unit/School, at the earliest possible opportunity but at least six months notice is required. The application will be considered by the Academic Planning and Resource Committee, having consulted the relevant Head of Unit/School. Should the permanent job sharer's request be granted then the temporary job sharer's contract would expire.

For the purposes of reckonable service (insofar as it affects qualifying service for purposes other than pay and pension) credit will be given for the job sharing service on the same basis as full-time service. For Reckonable Service see European Court of Justice (ECJ) ruling in Hill and Stapleton case 1998. Worked four years, two of which was job-sharing and two full time, prior to the ECJ ruling the total number of years worked would have been three, after the ruling the total number of reckonable years is four. This includes all forms of selection processes in which reckonable service is a factor (e.g promotions, sabbatical leave, assignment to higher duties etc.)

12.0 Resignation of job-share partner

If a job-share partner leaves before completion of the job share arrangement and the remaining job-share partner does not want to work full-time, the following procedures will apply:

- a. The position will be reviewed by the Head of Unit/School in consultation with the Director of Human Resources in order to establish what, if any, changes are required
OR
- b. The vacant portion of the job share post will, if practicable, be advertised

13.0 Handover Period

It will be a matter for the Head of Unit/School to satisfy themselves that those sharing a full-time post operate satisfactory arrangements for consulting with each other to fulfil all the responsibilities, teaching, research, administration and contribution to the wider community of the full-time post to the satisfaction of the University.

14.0 Review of Operation of the Scheme

The Academic Planning and Resource Committee and the Human Resources Office will review the operation of the scheme every three years. Should the scheme be amended, these amendments will apply to staff who are currently availing of the job share scheme.

15.0 Responsibilities

Name	Responsibility
Director of Human Resources	Policy Owner
All Staff	Give nine months' notice of intention to avail of this leave, completing the appropriate application form
Line Manager	Initial approval of leave application; Read and comply with this leave policy and ensure the leave application is reviewed and submitted to HR promptly
Human Resources Office	Final approval of leave application; Review this policy on a regular basis in light of any changes in legislation



16.0 Related Documentation

- [Job Share Scheme application form](#)