



POLICY:	Job Sharing – Professional Services, Library & Services Staff
FIRST DRAFT:	
ADOPTED:	BR 2009#06
AMENDMENTS:	None to Date
REVIEW:	September 2018

1. PREAMBLE

- 1.1 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.
- 1.2 Mary Immaculate College is committed to developing, maintaining and supporting a policy of equal opportunities in employment and to family friendly policies. The College supports job-sharing in principle, where it is reasonable and practical to do so and will do its best to ensure that applicants will be facilitated as much as possible.
- 1.3 All applications will be considered on their own individual merits in a fair and equitable manner. The College cannot always guarantee a job-sharing facility to all interested members of staff.
- 1.4 This policy is based on Circular 31/2001: Civil Service Worksharing Scheme, as issued by the Department of Finance, which states that the operation of the scheme is subject to the principle that operating requirements are not adversely affected.
- 1.5 For the purposes of this policy, the term “permanent full-time member of staff” shall mean full-time staff, who have satisfactorily completed their probationary period, and who have either a permanent contract or a contract of indefinite duration with the College.

2. PURPOSE

- 2.1 The purpose of a job-sharing scheme is to allow permanent full-time members of the Administrative, Library & Services staff to opt for a more flexible working arrangement for a temporary period. A job share is defined as where two appropriately qualified and experienced people, normally at the same grade, voluntarily agree to share the duties and responsibilities of one full-time post.
- 2.2 The reasons for requesting to job-share are:
 - (a) To facilitate the balancing of work with other commitments in particular family commitments, for example, child rearing or caring for a dependent adult.

- (b) Educational purposes.
- (c) Assisting in the transition to retirement.

3. ELIGIBILITY

- 3.1 The scheme is open to fulltime staff, who have satisfactorily completed their probationary period, and who have either a permanent contract or a contract of indefinite duration.
- 3.2 Due to the nature of the work, in particular the high level of duties and responsibilities, and the efficient operation of College services, it is not feasible for staff employed at or above the grade of Assistant Principal Officer or equivalent, to job share.
- 3.3 The term “job-sharer” as referred to in this scheme means a full-time staff member who opts to job-share his/her post for a minimum period of one year, usually from the start of the College’s academic year.
- 3.4 It will be the function of the relevant Line Manager, in consultation with the Director of Human Resources, to determine that both job-sharers are suitably qualified and experienced to job-share a particular post.
- 3.5 Following this consultation, the Director of Human Resources will make a recommendation to Executive Team on the matter.
- 3.6 However, if either the Line Manager or the Director of Human Resources (or both) are of the opinion that the duties of the post are not suitable for a job share, he/she must outline the reasons in writing why it is not appropriate to job-share the post.

4. CONDITIONS OF SERVICE

- 4.1 (a) This scheme provides for a permanent full-time member of staff to make application to share his/her post with another permanent full-time member of staff on a 50:50 basis only.
- 4.1 (b) On approval of the application both job-sharers will be assigned duties associated with the grade in accordance with the job description for the full-time post.
- 4.1 (c) Both job-sharers will be required to consult with the relevant Line Manager

and with each other in an effective and efficient manner to ensure that the service provided to students and the College is not adversely affected as a result of the job-sharing arrangement.

- 4.1 (d) The resulting vacant post will be normally filled by public competition on a temporary basis for the duration of the job-share arrangement, subject to Public Sector recruitment regulations that may be in force at the time.
- 4.2 A person who is job-sharing shall resume full-time employment at the end of the agreed job-sharing period.
- 4.3 The particular needs of posts will largely determine what patterns of job-sharing are possible and the College will determine the particular attendance pattern to apply to each shared post, as outlined at 5 below.

5. APPLICATION PROCESS

- 5.1 The application should be made in writing to the Director of Human Resources.
- 5.2 The applicant must state in writing the reason(s) why the job-sharing arrangement is being sought. The application should also contain details of the job-share arrangement, including who may be the job-share partner and proposals as to how the post, duties and responsibilities may be equally shared.
- 5.3 Before referring the application to Executive Team, the Director of Human Resources will seek in writing the views of the relevant Line Manager.
- 5.4 If the Line Manager is of the opinion that the duties of the post are not suitable for a job share arrangement, he/she must outline the reasons in writing why it is not appropriate to job-share the post.
- 5.5 In referring the application to Executive Team, the Director of Human Resources will make a recommendation as to whether or not the application should be approved.
- 5.6 Applications for job-sharing must be submitted to the Director of Human Resources by 1st March of the academic year preceding the academic year in which the job-sharing is to commence.
- 5.7 Applications for an extension to job-sharing must be submitted to the Director of Human Resources by 1st March of each year.

- 5.8 The date of 1st March may be waived in exceptional circumstances.
- 5.9 A member of staff on career break or other approved leave of absence may apply to job-share on resumption of duties but the application must be submitted in accordance with the terms outlined above.

6. ATTENDANCE ARRANGEMENTS

- 6.1 The College will decide what the attendance arrangements will be by taking into account the requirements of the College and the requirements of the job-sharer. Attendance arrangements may include:
- (i) Half or split days, i.e. one partner working in the morning and the other working in the afternoon
 - (ii) Two days one week and three days the next i.e. with the job sharers alternating to work the extra day
 - (iii) Alternate weeks i.e. job share partners each work one week one, one week off.
- 6.2 The particular needs of posts will largely determine what patterns of job-sharing are possible and the College will determine the particular attendance pattern to apply to each shared post.

7. DURATION

- 7.1 A person must participate in the scheme for a minimum period of twelve months from the beginning of the job-sharing arrangement.
- 7.2 If an individual job-sharer wishes to extend the job-share arrangement, the application must be forwarded to the Director of Human Resources .
- 7.3 Members of staff are granted the facility of job-sharing posts on the understanding that it is normally reviewed after one year.
- 7.4 Each period of job-sharing shall be for 12 months, from 1st September of each year with annual review and re-application by 1st March of each year.
- 7.5 The College reserves the right not to grant any continuation to a job-sharing arrangement or to alter the terms and conditions of the job-sharing arrangement from one period to

another.

7.6 A job-sharing arrangement will normally only be allowed to continue for a maximum of 3 years. On reaching the 3-year threshold, a full-time, permanent member of staff

a) must return to work on a full-time basis

or

b) opt to work on a permanent, part-time basis, thereby relinquishing the right to be employed on a full-time basis.

7.7 A job-sharer who opts for 7(a) above, (to return to work on a full-time basis), must complete one year full-time service before applying for further job-sharing.

7.8 A job-sharer who opts for 7(b) above, (to work on a permanent, part-time basis), if after at least one years part-time, s/he wishes to return to full-time employment with the college, then s/he would notify the College of this wish, giving as much advance notice as possible. The College will consider the returning part-timer for the first appropriate full-time position which becomes vacant and which the College decides to fill. It may also be necessary for the returning part-timer to compete with other internal applicants for the full-time post.

7.9 Preference will be given to persons wishing to job-share for the first time over those staff who have had the opportunity of job-sharing previously.

8. DUTIES

8.1 It will be the responsibility of the Line Manager to ensure that those sharing a full-time post operate satisfactory arrangements for consulting with each other, and fulfill all the responsibilities attaching to the full-time post to the satisfaction of the College.

8.2 A job-sharer shall carry out all such duties (appropriate to his/her grade) as are assigned to him/her in accordance with collective agreements relating to full-time grades.

9. FULL TIME EMPLOYMENT

9.1 Job sharers wishing to return to full-time employment within the lifetime of the job-

share arrangement must make an application to the Director of Human Resources, and send a copy of the application to his/her Head of Department, notwithstanding the condition set out at 7.7 above.

9.2 Return to full-time employment is subject to:

(a) A suitable vacancy being available on the date of return or at the earliest possible opportunity.

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(b) If the job-sharing arrangement is found to be unsatisfactory sharer/s may be obliged to resume full-time work.

9.3 Job-sharers may apply for suitable full-time vacancies, which are advertised within the College.

10. OUTSIDE WORK & CONFLICTS OF INTEREST

10.1 Mary Immaculate College remains the main employer of the job-sharing employee throughout the period of the staff member's participation in the job-sharing scheme. The approval of the College must therefore, be obtained before any other employment is undertaken by the job-sharer.

10.2 The College may require a staff member participating in the job-sharing scheme to resume full-time duties where, in the opinion of Executive Team, the staff person is engaged in self-employment or alternative paid employment that actually or potentially interferes with the work performance of his/her duties within the College.

10.3 College Management may require a staff member participating in the job-sharing scheme to resume full-time duties where, in the opinion of Executive Team a person is availing of the scheme for a purpose not allowed.

11. RESIGNATION OF JOB-SHARE PARTNER

11.1 If one job-share partner is no longer in the employment of the college and the remaining job-share partner does not want to work fulltime, the following procedures should be followed:

(a) The position will be reviewed in order to establish if any changes are required

- (b) The vacant half of the job share post should be advertised internally immediately
- (c) In the event of no suitable job-sharing partner being found, the remaining job-share partner will normally be required to return to a full-time position until the vacated job-share position is filled.

12. PAYMENT OF SALARY

- 12.1 Job-sharers participating in the scheme in general enjoy pro-rata arrangements with their full-time colleagues in relation to pay and conditions of employment.
- 12.2 The rate of pay applicable to a job-sharer shall represent 50% of the corresponding point on the scale, which would apply if he/she had remained in fulltime employment.
- 12.3 A job-sharer will qualify for incremental credit on a scale of pay in the normal way.
- 12.4 A job-sharer returning to full-time employment will be assimilated to the scale appropriate to a fulltime grade in accordance to conditions of employment.

13. EXTRA ATTENDANCE

- 13.1 The College may require job-sharing staff to attend work on days, or at times, which are outside their scheduled job-sharing attendance pattern.
- 13.2 Job-sharing staff who are required to attend work during normal office hours on days, or at times, which are outside their scheduled job-sharing attendance pattern, (whether for purposes of attending training courses, attending meetings or for other official purposes) should be given additional pensionable payment at their normal rate of pay or time off in lieu. In this instance, time taken off in lieu of payment for extra attendance is pensionable.
- 13.3 Staff may not be requested to provide such extra attendance during normal office hours without the prior approval of the Director of Human Resources.
- 13.4 It is essential for superannuation purposes that any such extra attendance be recorded and a return detailing any such extra attendance is provided by the Line Manager of the person participating in the job-sharing scheme to the Director of Human Resources.
- 13.5 The College reserves the right, in exceptional circumstances, to require individual job-

sharers to resume duty on a full-time basis, for a temporary period. A failure to return to full-time work where required by the College will be treated as a serious disciplinary offence.

- 13.6 Job-sharers will be expected to be available to work overtime, as required.
- 13.7 Job-sharers will not be debarred from qualifying for overtime and payment of overtime, provided that the extra attendance given by them is outside the full-time normal working week and the span of the normal working day of full-time staff in the grade concerned.
- 13.8 It should be noted that the "overtime week" begins on a Monday.

14. ANNUAL LEAVE

- 14.1 Job sharers are entitled to half the annual leave (for their grade) they would be entitled to if working on a full-time basis, subject to the provisions of the Organisation of Working Time Act, 1997.

15. PUBLIC HOLIDAYS

- 15.1 In compliance with the Organisation of Working Time Act, staff working on a split week are entitled, in respect of any public holiday on which they were not scheduled to attend for work, to an additional half-day's pay. For public holidays on which they would normally have been scheduled to work, they will continue to receive a full day's pay.

16. SICK LEAVE

- 16.1 Salary will continue to be paid to a job-share on a pro-rata basis in compliance with Sick Leave Regulations.

17. OTHER LEAVE PROVISIONS

- 17.1 A person participating in the job-share scheme will retain statutory entitlements in respect of maternity leave and adoptive leave.
- 17.2 Maternity leave and adoptive leave for job sharers will be pro-rata to their entitlements if

they were working on a full-time basis under the terms of the Maternity Protection Acts and the Adoptive Leave Acts.

- 17.3 A person participating in the job-share scheme will retain the statutory entitlement to parental leave.
- 17.4 A person participating in this scheme may avail of *force majeure* leave within the scope of the general provisions in relation to such leave.
- 17.5 The granting of bereavement leave will depend on whether or not a person participating in the job-share scheme was scheduled to work for the period in question.

18. PROMOTION

- 18.1 A job-sharer will be eligible for promotion, subject to the following conditions:
 - (a) For the purpose of reckonable qualifying service, credit will be given for job-sharing services on the same basis as fulltime services
 - (b) An offer of appointment to a post will be conditional on the job-sharer undertaking to perform the duties of the new post on a fulltime basis.

19. SUPERANNUATION

- 19.1 Superannuation benefits of job sharers will be pro-rata to those of full-time staff, on the basis that each year of job sharing will count as six months service for superannuation purposes.

20. SOCIAL WELFARE ARRANGEMENTS

- 20.1 As the attendance pattern agreed may affect a person's social welfare contribution record (i.e. not all attendance patterns may reckon as 52 contributions in any or every year), staff are strongly advised to check with the Department of Social, Community and Family Affairs prior to commencing job-sharing and to check the up-to-date position because it is important that staff are aware that a job-share attendance pattern may affect their social welfare entitlements.