

# St Hugh's College, Oxford

## Job Share Policy

### Policy Statement

---

St Hugh's is committed to developing, maintaining and supporting a comprehensive policy of equality of opportunity for all Fellows and employees. To assist in this, the College will actively support job sharing where it is reasonable and practical to do so and where operational needs will not be adversely affected.

### Definition of Job Share

---

A job share is defined as where two people are employed to share the duties and responsibilities of one full time post on an hourly, daily or weekly basis<sup>1</sup>, and the salary and leave entitlement is allocated on a pro-rata basis. The contract is held jointly and is conditional upon the offer of appointment being accepted by both the job share partners. The job share partners work under a normal contract of employment and are subject to the provisions of current employment legislation.

### Aims and Objectives

---

The College is committed to equality of opportunity for all its staff regardless of the number of hours worked. In order to facilitate this the College may create working arrangements whereby it can widen its recruitment pool, retain the valuable skills of existing employees who no longer want to work full time, and enable staff to retain career development opportunities whilst working fewer hours.

Posts that are job shared remain established entities; they do not become part time jobs, nor will job sharing be used to lose posts or part of posts. In all that follows, the general principle is that job sharers will be treated as fairly as full time staff. Training will be provided to ensure this policy is implemented consistently and fairly.

### Job Share Arrangements

---

A job share is where two people voluntarily share the duties and responsibilities of one full time post, dividing the hours between them and the full time salary and holiday entitlement are allocated on a pro rata basis to each of the job sharers.

Guidance on job share arrangements may be sought from the Bursar.

All full time posts are potentially open to job sharing. However, the College reserves the right to ensure that operational needs and/or academic priorities will not be adversely affected. It will be the decision of Academic Committee, in the instance of Fellowships and other academic posts, or the Bursar in the instance of non-academic appointments, to advise as to the post's suitability for job sharing. Agreement to a job being shared should not be unreasonably withheld.

The way in which the actual hours of a job share post are divided between the job share partners should be decided by Academic Committee or the Bursar, taking account of:

- a) The needs of the subject area, service, section, or department
- b) Any limitations on accommodation, equipment, etc
- c) The desirability of building in a handover period or liaison time (the total hours worked by the job share partners should not exceed the normal full time hours of the post)
- d) Communication: between the job share partners, the job share partners and their manager(s), the job share partners and their colleagues and between the job share partners and their students/clients/customers etc
- e) The need to ensure consistency of approach.

The overall duties and responsibilities of the whole post will be shared between the job share partners. The exact agreed working arrangements of the job share partners will be decided by Academic Committee, their line manager and/or Head of Department. Advice on the implementation of job share arrangements will be available from the Bursary or HR.

## Recruitment and Selection

---

When recruiting for a post the normal approach of appointing the person (or job share partners) whose skills profile is the closest match to the role and person specifications has to be adhered to.

- a) When a joint application is received from job share partners, it must be assessed in the same manner as applications from other candidates. The normal practice will be to interview and test the job share partners separately in order to assess each one against the role and person specifications. It may also be appropriate to interview the job share candidates together in order to discuss their joint application. Selection

panels should be aware that an offer made to job share partners is dependent upon both partners accepting the offer of employment.

- b) Should an application be received from an individual who wants to job share but does not have a job share partner, the recruiting department should, if at all possible, try to match two applicants who have applied individually but who both wish to job share. If no partner is available but the job share applicant is the most suitable person for the job, then that applicant should be offered the job on a full time basis. If that person does not accept the post on a full time basis then the next best candidate should be offered the job.

### Current full time employees

---

There may be occasions when a current employee who is employed on a full time basis wishes to reduce his/her hours of work by sharing his/her post. Such applications to convert a full-time post to a job share post should be carefully considered. (Examples of possible circumstances are employees returning from maternity, paternity or adoptive leave, employees having to care for elderly relatives, employees who may, due to a disability, now wish to work on a part time basis, or employees who may wish to spend more time on leisure interests). The legal rights of women returning from maternity leave should be recognised. Such requests should be considered by Academic Committee or the Bursar, as appropriate. If the post is not suitable for job share, a consultation process would need to take place. The Bursar will advise on this.

### Advice on implementation of job share arrangements

---

Hours of work – The way in which full time hours are divided between job share partners will be at the discretion of the Academic Committee/Senior Tutor in consultation with the department and other College members of the subject group or, for non academic staff, the Head of Department/Bursar. [*Footnote 1 outlines some possible patterns of dividing hours, and part of the policy approval process would need to be to define which of these patterns are acceptable to St Hugh's College.*] It is usual to have a handover/changeover period included in the working pattern. The details of the handover period will vary from post to post and working pattern.

### Terms and Conditions of job share posts

---

A joint contract is offered to the job share partners. The offer to one candidate of the job share partnership is conditional upon the other candidate of the job share partnership accepting it. The contract will state:

- a) The postholder's job title.

- b) The basis upon which the job share partners to work eg 50:50 each week or week on/week off, and how the hours are divided.
- c) Salary will be paid on a pro rata basis. Note that any additional hours worked by a job share partner will be paid at single time until the hours worked are in excess of normal full time hours for the relevant staff group and in normal circumstances the expectation is that the total hours worked by the job share partners will not be more than those of full time staff.
- d) Grade and scale – although job share partners will be on the same grade, differences in levels of experience and/or previous employment may justify paying them on different incremental points on the same scale.
- e) Annual holidays – the holiday entitlement will apply on a pro-rata basis.
- f) Public, statutory and customary holidays will be shared between the job share partners on a pro rata basis (non academic staff are expected to book Bank Holidays as ordinary holidays so Bank Holidays are, by default, also shared pro rata no matter what the division of hours worked between the partners).
- g) Job share partners are entitled to the normal provision of sickness payment and have to follow the same reporting procedures as all employees.
- h) The posts of job share partners are superannuable. Further information is available from Payroll. [check this]
- i) Employees who work as job share partners are entitled to the normal maternity and shared parental leave benefits on a pro rata basis over the same length of maternity/shared parental leave as a full time member of staff.

## Resignation

---

If one job share partner leaves and the remaining job share partner does not want to work full-time the following procedure will be followed:

- a) An assessment of the needs of the College should be carried out to ascertain whether full-time coverage is required.
- b) The vacant half of the job share should be advertised.
- c) If a suitable job share partner cannot be found, a College-wide search for alternative work should be implemented for the remaining job share partner.
- d) If all the above has been carried out and it is still not possible to either find a replacement job share partner or find the remaining job share partner a suitable alternative post, the only option open to the College will be to declare the remaining job share partner redundant.

---

<sup>1</sup> Potential job sharing patterns (St Hugh's would need to select which of these would be acceptable. Could very well be more than one):

- 
- Alternate week – each partner has one or more weeks at work and the same number off work. This is useful (to the partners) where time and cost of travel are significant.
  - Split day – one job share partner works every morning while the other works every afternoon. This is quite common, but less useful (to the partners) because of travelling and time cost.
  - Split week – this is the most common pattern according to the Equal Opportunities Commission, where each partner works 2.5 days per week.
  - Overlapping week – each partner works 3 days, so there is an overlap of 1 day (more expensive to College)
  - Simultaneously for 2 or 3 days per week – each partner works the same days at the same time. This provides a good communication framework but is not always useful from an employer's perspective.
  - No fixed pattern. This option is rare but could provide greatest flexibility for the College – requires excellent communication between partners.

Approved by Governing Body, February 2016