



SHREWSBURY TOWN COUNCIL

Job Share Policy

AIMS OF THE POLICY

Job sharing occurs when the duties and responsibilities of (usually) one full-time job are divided between (usually) two people with the pay and conditions of employment being divided proportionately between the job sharers.

The main features of job sharing are pro-rata terms and conditions of employment and the deliberate division of duties normally the responsibility of one full-time employee.

OBJECTIVE

The scheme's objectives are:

1. To provide part time employment for people who find full time employment unsuitable or difficult to obtain.
2. To maintain and improve the Town Council's service provision by:
 - Retaining trained and experienced employees (who represent a considerable investment by the Council),
 - Lowering absenteeism,
 - Providing greater continuity (during sickness and annual leave), and
 - Increasing productivity (due to peak period coverage, greater flexibility, higher energy levels, etc).

Determining eligible posts

The Town Council will consider whether a post is suitable for job share if:

- An existing employee makes an application to them after discussing it with their line manager
- Existing employees make a joint application, after discussing it with their line manager
- A post becomes vacant which has not previously had its job share suitability considered.

However, the Town Council may decide that the post is not suitable for job share if the operational requirements mean that sharing is impracticable or there will be a significant loss of efficiency. If so, the post will be declared exempt.

If existing employees make a joint application, their individual jobs and/or mutual skills and experience should be suitable for the proposed job share. These proposals must be within the agreed establishment.

If the Town Council decide that posts are unsuitable for job share following an application by an existing employee(s), they will write to the employee(s) explaining their reasons.

The Town Clerk's decision is final. (The existing employee(s) however has the right to pursue the matter through the grievance procedure.)

Other basic principles

The Town Clerk, in consultation with the line manager and job sharers, will determine the working arrangements and responsibilities for a particular post.

The concept of proportionality shall be applied, except where national, provincial or local conditions of service shall provide otherwise.

Entitlements for which employees qualify by length of service shall be calculated individually and where appropriate on a proportional basis, according to the number of hours worked.

No posts or parts of posts will be lost because of job sharing.

Approved by Personnel Committee	7 December 2023
Adopted by Council	
Review Date	