



RCSI

Job Sharing Policy

Purpose

The purpose of this policy is to help interested staff to understand the criteria and process of applying for job sharing. Whilst job sharing is not an automatic right for an RCSI staff member and RCSI cannot guarantee a job sharing post to all interested staff members, all staff applications for job sharing will be reviewed/considered and treated fairly.

Scope

All staff who have 6 months continuous service with RCSI are eligible to apply.

Policy Statement

RCSI is committed to providing flexible working practices where possible to enhance the work life balance of staff, so they can combine employment with their family life, caring responsibilities and personal life outside the workplace.

Job-sharers sharing a single full-time job will retain the same job description. In terms of duties and responsibilities these will be shared proportionately in line with the relevant job share agreement.

Conditions of service, which apply to the full-time post, will be shared on a pro rata basis between the two job-sharers.

Job-sharers are bound by the existing conditions of employment including all policies and procedures.

Job-sharers will retain the same benefits under employment legislation, as they would enjoy if working in a full-time capacity.

In relation to all other conditions of service, no different arrangements will apply in the case of job sharing staff.

Procedure

You are encouraged to discuss your plans to apply for job sharing with your line manager at the earliest opportunity so that they are made aware of the proposed change in working practice.

In order to ensure the consistent application of the policy and fairness for all, the following procedure will be followed whenever job sharing is requested.

Making an Application

You should apply initially in writing to your Head of Department/Nominee. The Head of Department/Nominee will consider the application in consultation with a member of the Human Resources Department and the final decision will be communicated to applicants. You should include the following in your application:

- Days/hours of work to be considered for job sharing (see work arrangement section for options)
- Rationale for job sharing
- The duration

Conditions of the Scheme

A staff member (provided they meet the eligibility criteria) will be entitled to apply for their post to be considered for job sharing. RCSI reserves the right to determine the posts which are eligible for job sharing and to make the final decision with regard to specific posts.

The Human Resources Department in consultation with the relevant Head of Department/nominee will determine whether a post is suitable for job sharing. If it is decided that a post is unsuitable for job sharing, you are still eligible to apply as a job sharer for any other suitable job sharing post advertised.

If it is agreed that a post is appropriate for job sharing, applications will be invited from suitably qualified staff of RCSI through the normal recruitment process.

If no suitable partner can be found, the post will remain full-time and you will be advised accordingly. You would still be free, to apply as a job sharing partner for any other suitable job sharing post advertised.

All new job sharing posts will be reviewed after one year to ensure that the arrangements are working satisfactorily. Thereafter, annual reviews will take place or at a time of staff change.

Working Arrangements

The Head of Department/Nominee in consultation with the job sharing partners will agree the actual working arrangement. These may include;

- Week on/week off
- 3 days one week/ 2 days the following week
- 2.5 days per week
- 5 * 1/2 days per week

Remuneration

When the post is a job sharing position, the rate of pay applicable to job-sharers will be proportionate to the job-share agreement.

Superannuation Scheme

Contributions for pension will be deducted as normal from salary. Overall benefit will be calculated on the basis of full service up to the date of commencement of job sharing and pro-rated thereafter.

Annual Leave

Job-sharers annual leave will be pro-rated in line with their job share agreement. If required, job-sharers will cover each other's absences due to annual leave.

Public and Privilege Holidays

Public and Privilege holidays will be shared equally between job-sharers. Where necessary, attendance will be varied with a view to allowing both job sharing partners to benefit equally from public and privilege holidays.

The application of the Working Time Act 1997, with respect to the payment of public holidays to job-sharers in RCSI is as follows;

Job-sharers, who work a split week, week on/off, or a variable pattern of full working days are entitled to an additional pro-rated day's leave or pay for each bank holiday and privilege day that falls on a day where they are not scheduled to be at work.

Sick Leave and Maternity Leave

Sick Leave and Maternity Leave entitlements of job sharers will be on a pro-rata basis as if they were working on a full-time basis. Sick Leave and Maternity Leave will only be paid for periods when the jobsharer would otherwise be on duty. If required, job-sharers will cover each other's absences.

Training & Development

Job-sharers will be supported in developing their careers and RCSI will endeavour to ensure that job-sharers have access to appropriate training and development opportunities and they are encouraged to develop their skills on a continuing basis.

Outside Employment

RCSI 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 RCSI must be obtained for any outside employment engaged in by the job-sharer. All job sharing staff will be required to enter into a formal written undertaking that, during the period of their service in this capacity, they will not engage in any form of outside employment without the approval of RCSI.

Return to Full-Time Employment

You may, at any time, apply for suitable full-time vacancies in RCSI.

If one job share partner leaves the employment of RCSI or takes up another post, a review will take place to confirm that the post remains suitable for job sharing. If so, RCSI will advertise for another job share partner. If a job share partner cannot be found, this post will revert to full-time and therefore the remaining post holder will have to revert to working full-time.

Following the annual review by the Head of Department in conjunction with HR, if the post is identified as not being suitable for job-share, it will revert to a full-time post and you will revert to full-time employment. You would still be free to apply for other job sharing positions within RCSI.

At all times, RCSI reserves the right to revert the position to full-time should the arrangement no longer meet the business needs. At least 3 months' notice will be given in such circumstances.

Getting Further Help

The Human Resources department is available to support any member of staff in understanding the content of this policy and procedure and making an application.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.