Job Sharing

Purpose

Fife Council's Job Sharing Policy reflects its commitment to equality of opportunity. It aims to assist in retaining existing employees and widen the pool of potential employees to include those who cannot, or prefer not to work full-time due to health, domestic or other personal reasons.

Job sharing is defined as a situation in which a conscious decision is made to divide equitably the duties of a full-time post between two employees, with the full-time salary and accompanying conditions of service of the post being divided proportionally between the job sharers according to the number of hours each job sharer works.

Guiding Principles

- An employee can apply to their manager to share their own post or can apply for other posts advertised within the Council stating that they are applying on a job-share basis.

- To allow time for normal recruitment procedures an application should be submitted at least 3 months prior to the job share starting.

- Job share will normally be granted on a permanent basis but in exceptional circumstances may be agreed for a specific period.

- All vacant posts will be considered as suitable for sharing and advertised as such unless a case is made to exclude the post.

- It is intended that the job sharing should be open to all employees, however, there may be employees or groups of employees which, due to the nature of their job, or work situation, cannot be accommodated. Only where it can be clearly demonstrated that job sharing is not suitable, however, will they be excluded.

- Where any post is considered unsuitable for sharing this will become a matter for consultation between the service, Human Resources and Trade Unions.

- Where an employee has not been granted job share in their current post Human Resources can assist in seeking to identify a suitable alternative post.

Scope

The policy applies to all employees

Agreed at JNCF on 24 November 1997, through Policy and Resources Committee on 17 December 1997, ratified by Council on 5 February1998

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