

Job share policy

Policy

BW supports, in principle, the sharing of an appropriate full-time job by two people. This Policy Statement outlines the general considerations and arrangements which will be applied to potential or actual job-share situations.

Availability of job-share

Whether a specific job is available for sharing is a decision for the appropriate line manager. An employee who wishes their current job to be considered for job-share should, in the first instance, raise the issue with their line manager.

Terms and conditions of employment

The working week for each job-sharer would not be less than 16 hours and they would normally follow the standard terms and conditions, pro rata where appropriate. Each job-sharer will accrue contractual entitlement on an individual basis and have an individual contract of employment.

Job titles

These will be as determined in the approved job description, followed by the term Job-share.

Working patterns

The specific working patterns which apply to a shared job, will be agreed between employee(s) and the line manager. These will be reviewed regularly to ensure they remain satisfactory and appropriate to the requirements of the work.

Vacancy or absence cover

If a job-sharer is absent from work or leaves, the partner may be offered the opportunity to be employed full-time. If management are not able to recruit a suitable candidate to a job-share vacancy, the position may revert to one full-time post.

Additional recruitment procedures

Where a job is available for sharing the statement Job-share applications will be considered will be included in the job advertisement.

Prospective job sharers will, wherever practicable, have the opportunity to meet prior to deciding whether to accept a job-share appointment.

Grievance procedure

The Grievance Procedure can be used by an employee dissatisfied with a line manager's decision about job-share.