
Trowbridge Town Council

Working with the Community

Job Share Policy

1. Introduction

Job shares occur where two or more people share the duties and responsibilities of one full time position on an hourly, daily or weekly basis. The salary and annual leave entitlement is allocated on a pro rata basis between the employees involved in the job share.

Managers should give appropriate consideration to all requests for job share. Each case should be considered on its own merits taking into account the effect on;

- the employee
- the employee's work
- the Council
- other people in the department

The introduction of any job share partnership must enable the work to be carried out effectively and should not reduce the level of service provided by the Council. Consideration should also be given to the timeliness of the request.

2. The Law

There are currently no specific legal provisions covering job share although part-time workers are covered by the Part-time Work Directive 1997 and The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000. These prevent any organisation from treating part-time workers less favourably than comparable full-time workers.

3. Operational Issues

- The number and arrangement of hours worked in the shared post should be determined by the department manager, in consultation with the line manager (if different) and the job sharers themselves. Consideration should be given to:
 - needs of the Council
 - limitations on accommodation, equipment etc.
 - how the work and hours will be shared
 - the split in hours, to ensure that if one sharer leaves, the hours vacated are sufficient to attract other applicants
 - the need to ensure consistency of approach
- There are a number of ways in which a post can be divided, these include:
 - half or split days, where the sharers work a part of each day
 - half or split weeks, where the sharers work full days in chunks or on alternate days
 - two days one week and three the next, where hours are split over a fortnight
- Applications from existing employees, including those from employees returning from maternity leave etc, should be given careful consideration
- The job share arrangement should be kept under review to ensure it meets the needs of both the Council and the employee. A formal review will take place every 12 months

- The following statements should be included in the Statement of Particulars for anyone employed on a job share agreement:

Job Share

“This post is a joint appointment to share, on a part-time basis, what would otherwise be a full-time post. Your contractual hours in this post are “ X ” per week. Actual days and times of work will be agreed by your line manager.

Job sharers should be aware that it is a condition of their appointment that if the contract of employment of any other person sharing this post is terminated for any reason the Council will carry out a review of the job share arrangement in consultation with the remaining job sharer(s). Should the job sharer(s) not wish to cover the full time hours the Council will initially make reasonable attempts to find a suitable job share partner for the vacant hours. If this is unsuccessful the job sharer(s) will be formally offered the vacant hours to cover the full time post. If the remaining job sharer(s) refuse this offer their contracts of employment will be terminated by the Council”

4. Communication, teambuilding and development needs

- Managers should consider when and how job sharers communicate with each other (possibly building in some overlap) their managers, their colleagues and their customers
- Managers should ensure that job share partners receive the same communications as other employees
- Managers should consider the impact of job share on other employees
- Job sharers must attend departmental meetings, briefings, training sessions, appraisals etc
- Managers must ensure that job sharers training and development requirements are met
- Job sharers and their managers must ensure that they discuss development needs on a regular basis

Lance Allan – Town Clerk & Proper Officer

Signed:..... **Date:**.....

*Approved at the meeting of the Policy & Resources Committee on 18th May 2021.
This will be reviewed every four years*