HUMBERSIDE FIRE AND RESCUE SERVICE

People and Culture

Job Share Policy

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1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) will actively support job sharing arrangementswhere it is reasonable and practical to do so and where operational needs will not be adversely affected, thereby retaining the valuable skills of existing employees who no longerwant to work full-time and enable staff to retain career development opportunities whilst working fewer hours.

Core Code of Ethics

HFRS has adopted the Core Code of Ethics for Fire and Rescue Services. The Service is committed to the ethical principles of the Code and strives to apply them in all we do; therefore, those principles are reflected in this Policy.

National Guidance

Any National Guidance which has been adopted by HFRS, will be reflected in this Policy.

2. EQUALITY, DIVERSITY AND INCLUSION

HFRS has a legal responsibility under the Equality Act 2010, and a commitment, to ensure it does not discriminate either directly or indirectly in any of its functions and services or in its treatment of staff, in relation to race, sex, disability, sexual orientation, age, pregnancy and maternity, religion and belief, gender reassignment or marriage and civil partnership. It also has a duty to make reasonable adjustments for disabled applicants, employees and service users.

3. AIM AND OBJECTIVES

The aims and objectives of this policy are to bring to the attention of staff that HFRS will consider applications for job sharing and explain the methodology by which such applications will be considered.

4. ASSOCIATED DOCUMENTS

- Equality Impact Assessment
- Legal References
  There are no specific legal references relevant to this policy.
- National Guidance
  There is no specific national guidance relevant to this policy.

5. DEFINITION OF JOB SHARE

Job Sharing is an arrangement whereby two employees voluntarily share the duties and responsibilities of a full-time post. As pay and other conditions are shared on a pro-rata basis, job sharers are to be distinguished from workers in part-time posts.

6. CONDITIONS OF SERVICE

All general Conditions of Service will be applied on a pro-rata basis to a full-time post. Each job share partner must be sent a separate Statement of Main Terms of Employment. A job share is not a joint appointment; each job share partner has a separate contract of employment with HFRS. However, the link created by the job share will affect the terms of these contracts, therefore offer letters will contain important standard information.

The offer to one employee of the job share partnership is conditional upon the other employee of the job share partnership accepting it.

7. JOB SHARE ARRANGEMENTS

No employee is under any obligation to enter into a job share arrangement without their agreement. Neither is HFRS under any obligation to 'job share' any full-time established post.

Each application will be considered on its merits. Some posts may be unsuitable for job sharing but these should be properly risk assessed prior to making a decision.

A proposal to introduce job sharing into a post can arise in a number of ways, for example:

- Management may wish to advertise a vacancy as a job share opportunity, so allowing applications on a full-time or a job share basis.
- An existing employee may formally apply for a job share arrangement in their role.
- A joint application is made by existing employees to job share where their individual posts and/or mutual skills and experience are suitable for a proposed job share arrangement and the post is within the agreed establishment.

Job share arrangements must not divide a post into separate groups of tasks. The purpose of job sharing is for two post-holders each to carry out the full range of duties and responsibilities of that post during their individual working times.

8. HOURS

Hours may be divided to suit the job share partners. The post can be divided equally or unequally, work regular days of the week or alternate weeks as long as this does not exceed the established post or affect the delivery of the Service.

9. PAY

The rate of pay will be pro-rata to the salary grade for the number of hours worked. Commencing salary and increments will be determined in accordance with the appropriate conditions of service.

10.ANNUAL LEAVE

Annual leave will be calculated in accordance with the conditions of service appropriate to the post and the employee's length of service and will be applied pro rata to the number of hours worked. Some working patterns may require a calculation in hours rather than days.

11.PUBLIC, EXTRA STATUTORY AND CONCESSIONARY HOLIDAYS

Entitlement to take paid holiday on bank or public holidays will be shared proportionately between the job-sharers. Alternatively, and with the permission of line managers, the job sharers can choose to adjust their working pattern to ensure a fair distribution of public holidays. Their entitlement to take paid holiday on public holidays will be the pro rata equivalent of the entitlement of full-time employees.

If the job sharers are required to work on any public holiday (except for Christmas Day and Easter Day), where they work on a public holiday that they would otherwise have been entitled to take as a paid holiday, they will be entitled to a day's holiday in lieu.

12.SICK PAY AND MATERNITY PAY

Each individual job sharer must qualify in their own right for the benefits under these schemes. Benefits will be applied in accordance with the conditions of service as appropriate to the individual employee.

13.PENSION

Job sharers are entitled to be members of the appropriate pension scheme.

14.OVERTIME AND ENHANCED PAYMENTS

Overtime rates will not be paid to a job sharer who works additional hours. Job sharers who work approved additional hours in the absence of their job share partner will be paid at plain time rate only until they reach the normal established total hours of the post, after which they may be eligible for overtime or time off in lieu as agreed with their line manager.

Appropriate enhancements (for unsocial hours etc.) will be paid where the hours worked are in a period of time and in conditions which would qualify a full-time employee for payment.

15.CHANGEOVER/OVERLAP ARRANGEMENTS

Where continuity is determined in the job description as an essential requirement of the job share, such arrangements must, wherever possible, be achieved within the normal established total hours of the post.

16.COVER ARRANGEMENTS – TEMPORARY

During short periods of absence (i.e., not normally more than 4 weeks) of one of the job share partners, e.g., for sickness, annual leave or a vacancy the remaining partner may, at the request of HFRS, be asked to increase their hours of work.

During long term periods of absence, e.g., long-term sickness or maternity leave, HFRS may ask the job share partner to extend their working hours to the total hours of the post or recruit a temporary employee to cover the balance of the hours.

17.RESIGNATION

If one job share partner resigns and the remaining job share partner does not want to take on the remaining hours, the following procedure will be followed:

- an assessment of the needs of the Service/department should be carried out to ascertain whether full-time coverage is required.
- the vacant half of the job share post will be advertised.
- if a suitable job share partner cannot be found, the role will be advertised as a full-time vacancy, and the remaining job share partner will enter the re-deployment pool.

18.FLEXITIME

Where a system of flexible working hours is in operation, the application of the system to a job share arrangement will be discussed between the line manager and the job share partners and agreed in advance.

If you require any further guidance in relation to this policy, please contact Human Resources