

Reference No: E109/50/83; **Date:** 27/03/96

27/03/1996 LP:- Jobsharing - various related subjects

Dear Personnel Officer

Following discussions at the Equality Subcommittee of General Council, I wish to clarify certain matters in relation to the jobsharing scheme:

Refund of Fees and Study Leave

Staff who are job-sharing should be treated in the same way as full-time staff for purposes of the refund of fees scheme. As in the case of annual leave, job-sharing officers not following a half day on/ half day off regime will be deemed to have used two days' study leave (or any other form of special leave, paid or unpaid, granted for study purposes) in respect of each full day's absence from duty on study leave or special leave granted for study purposes. An officer who is job-sharing on a half day on/ half day off regime will be deemed to have used one day's study leave (or any other form of special leave, paid or unpaid, granted for study purposes) in respect of each half day's absence from duty on study leave or special leave granted for study purposes.

Overtime

Staff who are job-sharing should be treated in the same way as full-time staff for purposes of the allocation of overtime. There is no distinction in the definition of overtime for full-time and job-sharing staff, namely extra attendance outside the span of the conditioned working day of full-time staff in the grades concerned (e.g., 9.18 a.m. to 5.30 p.m. in the case of most general service grades) and subject to the agreed arrangements applicable to full-time staff. In this connection, the "overtime week" begins on a Monday and accordingly, overtime calculations in respect of a job-sharing officer with a split week attendance regime (e.g. Wednesday to the following Tuesday, both days inclusive) would be based on a two week period.

Staff on Loan

As agreed with the Staff Side, staff who transfer to other Departments in order to jobshare do so on a loan basis retaining their rights, including any rights related to service, in their parent Departments (reference my minute of 24 March 1993 and the report enclosed with it). You are, therefore asked to ensure that staff from your Department who are on loan to another Department are circulated with all relevant Circulars and office notices, particularly those referring to promotion opportunities and that they are not distinguished from other staff in respect of consideration for promotion.

Promotion

Jobsharing staff should not be distinguished from full-time staff in respect of consideration for promotion, provided they are eligible in all other respects. The issue of whether or not staff who are jobsharing are willing to return or interested in returning to full-time duties should not be a factor in selecting people for offers of promotion.

Division of Public Holidays

As specified in paragraph 4 of the Appendix to Circular 3/84, it may be necessary for Departments to vary the normal attendance regime of jobsharers from time to time to ensure that both jobsharing partners benefit equally from public holidays and privilege days.

Conditions of service

Pending the issue of a consolidated Circular (perhaps later this year), each person currently jobsharing should be given a copy of the list of relevant Circulars and minutes to Personnel Officers (see attached) and should be given access to any of the material on that list on request. Please note that the list has been updated since this Department's minute of 7 December 1995. In addition, each person who commences jobsharing in the future should be given a copy of Circular 3/84 and Circular 2/88 and a copy of the list of minutes to Personnel Officers, with access to any of the material on that list on request.

If you have any queries relating to the above or to any other aspects of the jobsharing scheme, I will be pleased to assist.

Yours sincerely
Cloda Ryan
Assistant Principal