

JOB-SHARING SCHEME FOR NON-ACADEMIC STAFF POLICY & GUIDELINES



SCOPE OF SCHEME

This scheme is confined to the above wholtime staff and does not involve any additional cost to the Institute. The particular posts which are suitable to be filled on a job-sharing basis and the number of such posts will be decided by the Institute at its absolute discretion.

Staff members can only request to job-share in a post which is at the same or a lower grade.

APPLICATIONS

All requests will be given careful consideration. Staff must complete the Application Form for the Job-Sharing Scheme and submit it to their line manager. This can be found on the Human Resources website <https://www.dkit.ie/hr/forms>

The line manager must sign the application form and forward it to the Human Resource Manager indicating whether or not the job-sharing request is being supported.

PROCEDURES FOR OPERATIONAL HANDOVER

It will be a matter for the Line Manager to satisfy themselves that those sharing a whole time post operate satisfactory arrangements for consulting with each other to fulfil all the responsibilities of the whole time post to the satisfaction of the Institute.

RETURN TO FULL-TIME EMPLOYMENT

Staff will be given the opportunity of returning to full-time employment after a period of not less than one year working on a job-sharing basis, subject to the availability of a suitable vacancy. Staff may apply to return to full-time work earlier than one year in exceptional circumstances. Such applications may be considered by the Human Resources Department.

REVIEWING ARRANGEMENTS AFTER TWELVE MONTHS

The line manager is responsible for reviewing a job-sharing arrangement after twelve months and deciding whether it is to continue or not on an ongoing basis. This decision must be confirmed in writing to the job sharing partners and the Human Resources Department must be notified accordingly. A staff member whose service in a job-sharing capacity is not satisfactory may be obliged to resume full-time employment at any time by the Institute, subject to the availability of a suitable vacancy.

CONDITIONS OF EMPLOYMENT

Staff participating in job-sharing must comply with the Conditions of Service as set out by the Institute and will enjoy pro-rata conditions with their full-time colleagues.

ATTENDANCE AND HOURS OF WORK

The attendance liability associated with a single, full-time post must be shared equally

between two staff members. Depending on the work location, and preferences expressed, the attendance pattern could be any of the following but must be agreed in advance with the line manager:

- (a) 3 days one week, 2 days the following week;
- (b) ½ day on, ½ off;
- (c) 1 day on, 1 day off;
- (d) 1 week on, 1 week off .

The standard working week will be 37 hours for administrative staff, 36.49 hours for IT staff and 39 hours per week for Caretaking staff.

PAY

Gross pay will be half that of full-time officers on the equivalent grade. There will be annual progression on the scale subject to satisfactory service.

ANNUAL LEAVE

Annual leave entitlement will be half that of full-time officers on the equivalent grade.

PUBLIC & CONCESSION DAY ENTITLEMENTS

A job sharer, whose working pattern is such that they are not rostered to work on a public holiday or concession day, is entitled to benefit from that public holiday or concession day at the rate of one tenth of their normal fortnightly pay. The Institute will offer either the option to claim payment, or time in lieu, for the day concerned. Any days which the staff member claims for as time in lieu may be taken only on agreement with the Line Manager.

SICK LEAVE

Sick leave entitlement will be half that of full-time officers

SUPERANNUATION

Each equivalent year of job-sharing service will reckon as six months service for superannuation purposes. Pensionable salary will be based on full -time salary.

PROBATION

Where initial appointment to the Institute is to a job-sharing position, the job-sharing service will be reckoned as full time in so far as the duration of the probationary period is concerned i.e. probationary period is equal to one calendar year.

PROMOTION

In considering eligibility requirements for promotion, each year of job-sharing will be equal to one full year of service. A job-sharer who is promoted must agree to return to full-time working if requested.

ADDITIONAL HOURS & OVERTIME

Additional hours worked in excess of the job sharing hours and up to the equivalent of the standard full-time working week will be paid for at the standard hourly rates.

Additional hours worked in excess of the standard full-time working week will be paid for in accordance with the overtime arrangements applicable to whole-time staff.

RESIGNATION

If a job-sharer resigns and no replacement can be found, consideration will be given to the recruitment of a temporary job-sharer. If this is unsuccessful, the remaining job-sharer may be required to return to full-time work.