



POLICY:	Job Sharing and Part Time Working Policy
FIRST DRAFT:	
ADOPTED:	BR 2009#06 UR 2020#05
AMENDMENTS:	ET 2020#14
REVIEW:	2025

1.0 Policy Statement

1.1 Mary Immaculate College is committed to developing, maintaining and supporting a policy of equal opportunities in employment and to policies that support employees to achieve work-life balance. The College recognises that an improved work-life balance can enhance employee motivation, performance and productivity. The College will endeavour to facilitate applications for flexible working arrangements including job sharing and part time working in so far as is practicable and subject to service exigencies

1.2 All policies, guidelines and protocols of Mary Immaculate College, will reflect the College's commitment to the promotion of equality in accordance with law.

2.0 Scope of Policy

2.1 This Policy applies to all staff of the College and is prepared having regard to:

- Protection of Employees (Part Time Work) Act, 2001
- S.I. No. 8 of 2006, Industrial Relations Act, 1990 (Code of Practice on Access to Part-Time Working).

2.2 For the purposes of this policy job sharing is defined as an arrangement whereby two part time employees share the workload and pay of a single full time job, usually on an equal basis.

2.3 For the purposes of this policy part time working is defined as an arrangement whereby an employee is contracted to work fewer hours than the established full time hours of that employee's particular category or grade of staff.

or

Where there are no established full time hours or a full time comparator, the employee is designated by the College as being a part time employee.

2.4 The policy is without prejudice to all other policies and procedures which may be engaged from time to time by the College.

3.0 Responsibilities

3.1 Each employee has a responsibility to comply with the provisions of this policy.

3.2 It is the responsibility of line managers and heads of department to consider all applications for job sharing or part time working from staff under their supervision and to make a recommendation to the HR Office as to whether or not the application can be facilitated having regard to service requirements.

3.3 It is the responsibility of the Human Resources Office to ensure that all applications for job sharing or part time working meet policy requirements, to notify applicants of the decision made in respect of their application and to maintain records of applications for job sharing or part time working and the decisions in response to same.

3.4 An *tUachtarán* and the Executive Team of the College shall be responsible for the implementation of and adherence to this policy.

4.0 Eligibility

4.1 All employees are eligible to apply for job sharing or part time working in the post to which they were appointed.

4.2 All employees are eligible to apply for job sharing or part time working in another post at the same (pay) grade as the post to which they were appointed, subject to the employee having the necessary qualifications and experience for that post, i.e. the qualifications and experience which would be required of applicants if the post were to be publicly advertised. Transfers will be subject to the provisions of the Staff Transfer Policy.

4.3 The College may advertise for posts to be filled on a part time or job sharing basis or will indicate that it is well disposed to facilitating appointments on a part time or job sharing basis, subject to service requirements.

5.0 General Principles

5.1 While the College will consider all applications for job sharing or part time working, such consideration will at all-times be subject to the business needs of the College. Requests will be considered on a case by case basis. Job sharing or part time working arrangements will not be appropriate for all roles. Approval of an application will not set a precedent or create an entitlement for another employee to be granted a similar change to their working pattern.

5.2 Line managers and heads of department will have a critical role in determining whether or not a request for job sharing or part time working can be accommodated. In this regard line managers and heads of department will be required to consider:

- The suitability of the role for job sharing or part time working – does the job require attendance at specific hours, or every day;
- The workload of the role;
- Costs associated with the proposed arrangement;
- Impact on colleagues;
- The need for, and effect on, supervision;
- The needs of the Department;
- The duration of the proposed arrangement;
- The impact on service provision and service users;
- Health and safety issues.

6.0 Application Process

6.1 Employees who wish to apply for job sharing or part time working in their own post must in the first instance consult with their line manager (at HEO grade or higher) to discuss the feasibility of such an arrangement.

6.2 Line managers (at HEO grade or higher) have discretion to approve a request for a defined period on a trial basis to facilitate assessment of the impact of the arrangement.

6.3 If it is agreed in principle with the line manager or department head that the proposed arrangement can be accommodated, the employee must put their request in writing to the line

manager or head of department for their approval. The approved application must then be sent to the HR Office for processing.

6.4 Employees may submit a maximum of one application for flexible working in a 12 month period. Refused applications may be revisited by line managers, at their sole discretion, if circumstances change which would allow the request to be favourably considered.

7.0 Conditions of Job Sharing and Part Time Working

7.1 An employee may be approved to work on a job share or part time working basis permanently or on a temporary basis for a maximum period of 12 months. At the end of a temporary period of job sharing the employee must resume full time employment or, subject to approval, continue job sharing on a permanent basis.

7.2 The attendance regime for job sharers or part time workers will be as approved by the line manager, having due regard to the wishes of the job sharing employee/s. Employees in a job sharing arrangement may not have the same attendance regime.

7.3 It will be the responsibility of the line manager to ensure that there is an equal distribution of work between job sharing partners and that the job sharing partners have an effective means of communication.

7.4 An employee who is job sharing or working part time may apply to resume full time employment. Such requests will be accommodated subject to the availability of a vacant full time post at the employee's grade and for which the employee is qualified.

7.5 Staff who are employed on a job sharing or part time basis and who have a full time counterpart will have salary, annual leave and other benefits on a pro rata basis to their full time counterparts.

7.6. Job sharing and part time staff who are scheduled to work on the day a public holiday falls will be entitled to a paid day off on that day. Job sharing and part time staff who are not scheduled to work on the day a public holiday falls will be entitled to 1/5th of their normal working week in the form of additional pay or additional leave.

7.7. It should be noted that the attendance pattern agreed may affect an employee's PRSI contribution record, i.e. not all attendance patterns may reckon as 52 weeks contribution in a year.

8.0 Audit and Evaluation

8.1 This policy will be reviewed on a five yearly basis or as required. The Director of Human Resources will initiate the review.