



Job Sharing Policy

1. Introduction

- 1.1 The Theatre confirms its commitment to develop, maintain and support a comprehensive policy of equal opportunities in employment within the Theatre. To assist in this the Theatre will actively support job sharing where it is reasonable and practical to do so and where operational needs will not be adversely affected.
- 1.2 Job sharing is a formal arrangement where the duties, hours, salary and benefits of one full-time role are shared between two part-time people.

2. Parameters of Job Sharing

- 2.1 The parameters of agreed job sharing arrangements are set out below and should be considered by all employees before requesting, agreeing or introducing a job sharing arrangement:
 - Finance & HR department must be consulted before any decision is made and a formal job sharing contract must be put in place.
 - There must be one common job description and each job share partner must be prepared to undertake the full range of duties. It is important that there is equality of responsibility between the two partners.
 - The usual share of workload (and hours where applicable) is 50:50, although a 60:40 share may also be considered.
 - The total hours will not normally exceed the hours for a full time post (this is to help ensure the costs do not outweigh the business benefits). However, there may be some job roles that require more than full-time hours and therefore, two people could share the role with a greater period of overlap.
 - There must be a period of overlap for handover between the roles.
 - The costs of recruiting a job share partner should not outweigh the business benefits of the arrangement.

3. Holiday and other absence arrangements

- 3.1 Job share partners should not normally book holidays at the same time as this can be disadvantageous operationally. An advantage of a job share arrangement is that it usually provides some level of cover for the role during the absence of one partner. For example, if a full time employee is off sick for a week, their role would usually not be covered but in a job share, 40% or more of the role will be covered by the remaining partner.
- 3.2 Although not a contractual obligation, in the event that one job share partner is absent from work, the Theatre may request the remaining partner to work such additional hours to ensure the job is satisfactorily performed. This should be outlined in the initial letter stating the terms of the job share and it should be made clear whether payment will be made in line with the Theatre's standard overtime procedures for extra hours worked or whether time off in lieu will be offered.

4. Process to set up a job share arrangement

- 4.1 A full-time employee may request to reduce their hours to between 40 and 60% and in considering the feasibility of this, the Directors may decide that the most appropriate way to fill the remaining hours is through a job share arrangement.
- 4.2 If a job sharing partner cannot be found following advertisement, the following procedure should be followed:
- a) an assessment of the needs of the organisation/department should be carried out to ascertain whether full time coverage is required,
 - b) if it is deemed that full time coverage is required, the employee can continue in the post but only on full time hours
- 4.3 A job applicant may discuss during the application process for a full-time role whether the role would be suitable for job sharing. Recruiting managers are encouraged to consider if their role would suit a job share or other flexible working arrangements prior to advertisement and to include this in the advertisement if they believe it will. If a request from a prospective employee to job share is approved in principle, the recruiting manager should try to match two applicants who have applied individually but who both wish to job share. If this is not possible, a further recruitment attempt may be made but this will be dependent on business need and is at the manager's discretion.

5. If a job share partner leaves

- 5.1 If one job share partner leaves, the following procedure should be followed:
- a) an assessment of the needs of the organisation/department should be carried out to ascertain whether full time coverage is required,

- b) the remaining job share partner should be offered the role full time,
- c) if the remaining partner is unable to work full time, the vacant half of the job share post should be advertised,
- e) if all the above has been carried out and it is still not possible to either find a replacement job share partner or find the remaining job share partner a suitable alternative post, the Theatre may be required to consider the termination of the employment of the remaining job sharer.