

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Job Sharing Policy  
**Document No:** 10.1.6 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



*Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.*

*This document outlines the Diocesan policy on Job Sharing. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).*

### Introduction

Job-sharing provides staff members with flexibility in relation to working arrangements, under a reduced working hour's arrangement. The option to apply for job-share working is open to all staff members with over one year of service in the organisation. Each job-sharer shall have and retain a job description comprising the duties and responsibilities of the job as a whole. The two job-shares shall share the duties and responsibilities of the role.

In filling job-sharing positions, emphasis will be placed on matching the abilities of job-sharing applicants with a view to establishing partners who are compatible and who will work well together and possess the skills and attributes which would be needed in sharing duties and responsibilities.

As each individual staff member working on a job-share working arrangement falls under the definition of a part time staff member, the organisation's job-share policy adheres to the principles of the Code of Practice on Access to Part-Time Working and the provisions of the Protection of Staff members (Part-Time Work) Act 2001.

### Applicability

"The employer" will consider all requests from staff members with over one year's service for patterns of job-sharing. However it may not be possible to accommodate all requests for a job-share arrangement. Staff members interested in being considered for job-sharing should contact their manager.

All requests will be evaluated in line with the operational needs of "the employer" and the need to ensure that the role requirements will not be adversely affected. The final decision will be at the discretion of the line manager.

The preferred option for a job-sharing arrangement will be:

- Job-sharer one works three days one week and two days the next week.
- Job-sharer two works two days one week and three days the next week.

**Or**

- Week on – week off.

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Job Sharing Policy  
**Document No:** 10.1.6 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



Any job-share working arrangement will be for an initial trial period of three (3) months to ensure that there is no negative impact on operational requirements.

"The employer" reserves the right at the end of the trial period to revert individuals to normal full-time working arrangements where operational reasons dictate. Where this occurs, you will be given one months' notice of the change.

Where job-sharing arrangement continues after the initial trial period job-sharers must remain in the scheme for one year unless they resign from the company.

Where a role has been deemed suitable for job-sharing, a final decision will be dependent on the recruitment of a suitable job-sharing partner.

Where job-sharing vacancies which arise, due to the resignation, promotion or return to full-time employment of a job-sharing partner, "the employer" may:

- recruit on a permanent basis for a new job-sharing partner;
- temporarily recruit a new job-sharing partner;
- transfer of the remaining partner to part-time working and elimination of the job-sharing vacancy;
- request the job-sharer to accept a transfer to another area so that he/she may be accommodated in a similar job-sharing capacity;
- return of the remaining partner to full-time working on either a permanent or temporary basis.

### Pattern of work

A staff member's days and hours of work will be stated in his or her contract of employment. For existing staff members moving to job-share work, their contract of employment will be amended or replaced to take account of their new terms and conditions of employment. You will be notified in advance of any changes or variation to your hours of work. All staff members are required to be flexible to meet the needs of the role and may be required to work additional hours.

### Pay and benefits

Salary and all statutory and other benefits such as compassionate leave (if applicable), will be prorated to reflect an staff member's job-share working arrangement based on the staff member's part-time status. Annual leave and public holiday benefits will be calculated in accordance with the provision of the Organisation of Working Time Act 1997.

Overtime/Time in Lieu will not apply until an individual staff member has worked in excess of the normal full-time hours in any day or week.

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Job Sharing Policy  
**Document No:** 10.1.6 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



### Where one of the job-sharers ceases to job share

In situations where a job-share vacancy arises when one of the job-sharers ceases to job-share, "the employer" may:

- transfer the remaining job-sharer to another job so that he/she may continue to job-share;
- find a permanent replacement;
- find a temporary replacement;
- require the remaining job-sharer to return to full-time work if it has been unsuccessful in finding a replacement;
- decide not to fill the vacancy.

### Promotion and training opportunities

All staff members will be eligible in the same way as full-time staff members for promotion and training and development opportunities. In certain circumstances job-shares may be required to return to full-time for the duration of the training programme.

### Return/move to full-time work

Staff members who wish to move to full-time work may apply in the normal way for full-time vacancies that occur. They should, in the first instance, inform their manager. "The employer" reserves the right (outside the trial period) to revert individuals to full-time work where operational needs dictate. Where this occurs, you will be given two (2) months' notice of the change. In the event that this is not possible "the employer" will give as much notice as is practical in the circumstances.

"The employer" will consider all requests from job-share staff members to revert back to full-time working, taking into consideration the organisational and business requirements.

### External working

Staff members on 'job-sharing' are required to get approval in advance from their line manager if they wish to take up other employment.

### Absence cover

In certain circumstances due to absence cover or due to business needs, the job-sharer may be required to return to full-time working hours or change their working schedule on a temporary basis. In this event "the employer" will endeavour to give the staff member as much notice as is reasonably practicable.

## Diocese of Elphin – HR Policy Handbook

**Document Name:** Job Sharing Policy  
**Document No:** 10.1.6 (original)  
**Effective Date:** 15<sup>th</sup> February 2019  
**Written By:** Frank Mitchell, HR Advisor  
**Approved By:** +Kevin Doran, Bishop of Elphin



### Applications

If you wish to apply to move to a job-share working arrangement or full-time work, you must apply in writing to your line manager, stating the reason for the request.

All applications will be discussed with the individual in terms of his or her personal needs and the organisational needs. "The employer" will treat all requests seriously and will explore, where possible, how the request can be accommodated. The suitability of the application will be determined by objective criteria. Following the process of the application, the applicant will be informed of the decision within a reasonable time frame. If the request is unsuccessful, the manager will inform the applicant of the grounds for refusal. Every effort will be made to facilitate the staff member's request.

*For further information please contact:*

HR Advisor  
Elphin Diocesan Office  
St. Mary's  
Temple Street  
Sligo F91 KTX2  
Email: [hr@elphindiocese.ie](mailto:hr@elphindiocese.ie)  
Mobile: 087 240 4882