

People Guides

JOB SHARING

Our goal is to have engaged and helpful colleagues who will deliver ever improving customer service.



Manchester Airports Group

1 INTRODUCTION

Manchester Airports Group (MAG) endorses the use of job sharing and recognises that this option opens up a range of career opportunities to those who, out of choice or necessity, don't wish to work full time. It also recognises that job sharing represents a flexible and innovative response to people management.

Job Sharing is a voluntary arrangement and while every attempt will be made to accommodate requests, neither managers, colleagues nor job applicants will be forced to agree to job share proposals.

Scope

The guide applies to employees of Manchester Airports Group (MAG).

2 PRINCIPLES

Under a job sharing agreement, two (or possibly more) colleagues share the responsibilities of one full-time position; this differs from part-time working where each part-time colleague covers one job in its entirety.

The salary, paid leave, pension rights and benefits are divided between them, according to the time each works. Job sharers may be offered different rates of pay within the agreed scale, according to their skills, qualifications and experience.

The most common way of dividing the working hours is by each person working two equal periods of 2½ days each week. Division by alternate weeks, or by morning and afternoon shifts however, can be an alternative to this.

A job may become a Shared Job by:-

- (a) two people applying together for one job;
- (b) two people applying separately for part of the same job; or
- (c) someone who is already in post arranging with his manager to share that job either with another colleague, or by advertising the unfilled portion of the job through the usual recruitment procedures.

3 PROCESS

3.1 When a request for job sharing is made known, a position becomes vacant or a new one is created the manager, together with Human Resources should decide whether or not the job could equally well be done by two people, bearing in mind the nature of the job and any special considerations. Jobs may be split by task, project, area etc. as long as both jobs are equal in content and responsibility. If the job can be shared, the position should be advertised as being available for job sharing.

3.2 Should a colleague who has been on Maternity Leave express an interest in returning on a job share basis, the individual's current position should be considered by the manager, together with Human Resources, for job sharing. Where this is not feasible other positions in the department should be considered in an endeavour to accommodate the request.

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- 3.3 Every reasonable effort will be made to accommodate requests for job sharing opportunities and decisions not to do so will be justified and explained. Job sharing is however, a flexible working arrangement to assist colleagues unable or not wishing to work full time, it is not a guaranteed condition of employment.
- 3.4 If a colleague accepts a shared position on a lower grade, he will move onto the salary, terms and conditions of that lower grade from the date the job share starts.
- 3.5 Job sharers must be given the same opportunities as full-time colleagues with regard to terms and conditions of employment, benefits, status, promotion and working arrangements within the department e.g. shift and overtime.
- 3.6 Job sharers may be required, wherever possible, to provide cover for their job share partner regarding holidays and sickness absence. In some operational areas special arrangements will apply i.e. job sharers will be required to take their holidays at the same time. The terms and conditions of the job share should be outlined in the letter of appointment.
- 3.7 Where necessary, handover periods should be built into the split working week (e.g. half an hour per week) and additional care should be taken over communication by all parties to ensure that a) both job sharers are kept fully informed and b) the job sharers provide a seamless service.
- 3.8 When an individual is appointed to a job share position, a new contract will be issued covering the details of the Job Sharing Scheme and showing continuity of employment for existing colleagues.
- 3.9 When one job sharer leaves, the Company will review the requirements of the job role to determine whether a replacement job share partner should be recruited, or whether part time cover for the role is sufficient. If there is a requirement for a job share partner then several options are available:-
 - the remaining sharer could take on the post on a full-time basis without advertisement;
 - the job sharing vacancy may be advertised;
 - a full-time person in the same job, wishing to become a job sharer could take the position and the resulting vacancy be advertised;
 - if the post needs to be full time and a suitable job share partner cannot be found within an agreed time limit, the job share arrangement may need to be reviewed.

4 BENEFITS OF JOB SHARING

- Two people bring with them two sets of skills, ideas and experience.
- Job sharing makes it possible to attract experienced and talented people who may not be available for full time work, thus helping to overcome skill shortages.
- It can help the Company to retain the experienced and talented colleagues it already has, who may otherwise leave.

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- Job Sharing can provide for greater continuity since if one sharer falls sick, is on holiday or maternity leave, or resigns, at least half of the work continues to be done. The remaining job sharer should have an expectation of being asked to cover the absence where possible, especially during planned holiday.
- It may also help to increase efficiency as a result of greater flexibility of staffing, e.g. the possibility of peak period coverage plus the combined output of two employees.

5 REVISION HISTORY

Date	Revision Description	Revised By
05.03.08	Issued at Manchester	Nikki Wollerton
01.06.09	Issued at Bournemouth	Nikki Wollerton
01.03.10	MAG Issue at Humberside	Vickie Blackhurst
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This guide is approved by:
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