



Job Sharing Procedure

Procedure Number
WCDHB-HR-0017

Version Nos:
5

1. Purpose

The West Coast District Health Board (WCDHB) recognises that its staff members are the single most important resource that it has. WCDHB also recognises that it must take all reasonable steps, and be seen to be proactive in empowering its staff members, increasing their capacity and motivation for work, while also recognising that they will have demands and responsibilities that come from outside the work environment (family and personal).

2. Application

This Procedure is to be followed by all staff throughout WCDHB.

3. Definitions

For the purpose of this Procedure:

“*Job sharing*” is taken to mean any arrangement whereby one position of employment is divided amongst two or more persons.

4. Responsibilities

For the purposes of this Procedure:

the *relevant Manager* is required to:

- discuss the possibility of job sharing with the persons concerned;
- clarify details of the job sharing arrangement with the persons concerned;
- inform the Human Resource Department that a position is being considered for job share;
- abide by the new arrangements.

the *Persons Concerned* are required to:

- discuss the possibility of job sharing with the appropriate Manager ;
- clarify details of the job sharing arrangement with the appropriate Manager;
- abide by the new arrangements.

5. Resources Required

This Procedure requires no specific resources.

6. Process

- 1.00 WCDHB provides the opportunity of job sharing to:
- (i) support the career development of individual staff members;
 - (ii) retain staff members who would otherwise leave;
 - (iii) alleviate difficulties with a current work situation.
- 1.01 WCDHB views job sharing as a means of allowing staff members or potential staff members to work less than full-time, whilst ensuring that all the duties of the job are done. Job sharing also allows additional skills, experience and improved flexibility to be brought to the workplace.



Job Sharing Procedure

Procedure Number
WCDHB-HR-0017

Version Nos:
5

- 1.02 Job sharing can be considered for any existing full-time job, or newly created full-time job.
- 1.03 Some jobs may be advertised as job sharing. Applicants can apply as individuals including an expression of interest in working as a job sharer, or with another person, submitting a joint application and drawing attention to the strengths of each partner and the "team".
- 1.04 In some situations, individuals may wish to apply for a full-time job on a job shared basis. If a job has been advertised as being full-time, individuals interested in taking on the job on a job sharing basis should contact the staff member nominated in the advertisement and discuss the possibility of a job share arrangement.
- 1.05 WCDHB staff members who wish to develop a long term or short term job share proposal should first discuss options with their Manager.
- 1.06 Changing the employment arrangement of WCDHB staff members will be successful only when staff members and management work together to achieve the best possible outcomes. Challenges and concerns can be minimised if a set Procedure is followed. This Procedure is as follows:
- i) WCDHB staff member(s) considering a job share should talk to their Manager :
 - how long is the new arrangement needed for?
 - how should the current hours of work be changed?
 - is job sharing the best means of meeting the job sharers needs?
 - what can/should be done to ensure that the period of job share work will not negatively affect the job sharers positions and careers?
 - what are the requirements of the job sharers existing positions, especially with regard to client servicing?
 - what are the core duties of the position and times when each job sharer is required to be present?
 - how can a quality service be maintained?
 - what happens to the duties that will no longer be performed?
 - how job sharing will affect their remuneration?
 - ii) With the permission of staff members considering job sharing, their Manager will consult other staff members affected by the proposed change, and report any comments or concerns.
 - iii) staff members considering job sharing and their Manager should then clarify details of the arrangements agreed upon:
 - the classification, duties and responsibilities of the position;
 - terms and conditions of work, including:
 - hours;
 - days;
 - starting and finishing times;
 - coverage for busy periods;
 - rates of pay (determined on a pro rata basis);
 - holidays;
 - the length of the arrangement and the process (if any) for revision back to full-time work;



Job Sharing Procedure

Procedure Number
WCDHB-HR-0017

Version Nos:
5

- access to staff development and training;
 - Procedures for monitoring the arrangement.
 - iv) Details of the arrangement must then be checked by the Human Resources Department.
 - v) The Human Resources Department and staff member(s) will then sign the agreement to show that it has been agreed to by both parties.
 - vi) The appropriate Manager will inform other staff members of the changes that have taken place.
- 1.07 Certain responsibilities are inherent in a part time work arrangement. These are:
- i) for the job sharers:
 - to be clear on their own work responsibilities and that their performance will be evaluated on these;
 - to plan their work taking into account the days/times they will not be present;
 - to establish systems to keep in touch on the days/times when they will not be present;
 - to attend WCDHB staff meetings, planning meetings and training as applicable;
 - to inform colleagues and relevant clients of their new hours of work;
 - to abide by the new arrangements and to discuss any variations required.
 - ii) for the Manager:
 - to not make assumptions regarding which positions are suitable/not suitable for job sharing;
 - to consider each request for a job sharing arrangement on a case by case basis;
 - to be prepared to consider short term periods of job sharing work for staff members returning to work after a period of leave or illness;
 - to explore all possible different combinations of a job sharing arrangement;
 - to consider what to do with left over tasks from a position where staff members move from full time work to a job sharing arrangement;
 - to establish core times when all staff members must be present and to schedule all important meetings during this time;
 - to establish communication systems to ensure that all staff members are aware of all arrangements and to facilitate the flow of information;
 - to keep the Human Resource Department informed at all levels of the job share process.



Job Sharing Procedure

Procedure Number
WCDHB-HR-0017

Version Nos:
5

- 1.08 Where staff members move to a job sharing arrangement, they may carry over into their new position terms and conditions of employment from their previous position. This may include:
- accrued special leave; and
 - accrued time-in-lieu; and
 - accrued annual leave.

7. Precautions And Considerations

- ➔ Job sharing can be considered for any existing full-time job, or newly created full-time job.
- ➔ Changing the employment arrangement of staff members will be successful only when staff members and management are willing to work together to achieve the best possible outcome.

8. References

There are no references associated with this Procedure.

9. Related Documents

WCDHB Staff Recruitment and Selection Procedure

Revision History	Version:	5
	Developed By:	Corporate Services: HR
	Authorised By:	Chief Executive Officer
	Date Authorised:	June 2002
	Date Last Reviewed:	June 2010
	Date Of Next Review:	June 2012