



File Ref: 91983

Circular Letter No. IT 3/02

**To: The Director of each Institute of Technology  
The President of the Dublin Institute of Technology**

### **Job-Sharing Scheme for Academic Staff**

- 1.1 I refer to the Pilot Job-Sharing Scheme for academic staff in Institutes of Technology which was introduced with effect from 1<sup>st</sup> September, 1999.
- 1.2 Agreement has now been concluded on a revised Job-Sharing Scheme. The main change is the extension of the Scheme to include the Senior Lecturer 1 (Teaching) grade.
- 1.3 Details of the revised Scheme are attached.
- 1.4 You are requested to ensure that details of the Scheme are publicised to all staff of the Institute without undue delay.
- 1.5 Any queries in relation to the implementation of this Circular Letter should be addressed to Higher Education (Colleges) Section – Telephone: (01) 8892119 or (01) 8892334.

John Dennehy  
Secretary-General  
7<sup>th</sup> March 2002

## **INSTITUTES OF TECHNOLOGY**

### **Job-sharing Scheme for Academic Staff**

1. **Approval of Applications**
  - 1.1 Applications for job-sharing will be assessed and approved by the Institute. The Institute will consider favourably applications received from all eligible applicants under the scheme. Each Institute will develop a policy on job-sharing specific to its own needs and communicate it to its staff. In

developing a policy the welfare and educational needs of the students will take precedence over all other considerations. While applicants will be facilitated as far as possible some applications may have to be refused.

## 2. Basis of Scheme

### *Definitions*

- 2.1 The word "Lecturer" used in this Scheme shall be deemed to include a permanent wholetime Assistant Lecturer, Lecturer, College Teacher, Lecturer 1, Lecturer 2 and Senior Lecturer 1 (Teaching).
- 2.2 The term "job-sharer" as referred to in this Scheme means a permanent wholetime lecturer who opts to job-share his/her post for a minimum period of one year from the start of the academic year
- 2.3 This scheme provides that:
  - (a) A permanent wholetime lecturer may make application to share his/her wholetime teaching post with another permanent wholetime lecturer at the same level and in the same subject area on a 50:50 basis. On approval of the application both job-sharers will be timetabled to teach half the weekly hours appropriate to his/her grade and assigned non-teaching duties associated with the grade in accordance with the job description for the permanent wholetime post. Both job-sharers will be required to liaise with each other as appropriate to ensure that the service provided to the student or Institute is not adversely affected as a result of the job-sharing arrangement.

OR

- (b) A permanent wholetime lecturer may make application to share his/her wholetime teaching post on a 50:50 basis through the temporary employment of a part-time lecturer. On approval of the application, the permanent post holder will be timetabled to teach half the weekly hours appropriate to his/her grade and assigned non-teaching duties associated with the grade in accordance with the job description for the permanent wholetime post. A temporary part-time lecturer will be employed on an appropriate contract to perform the teaching and non-teaching duties associated with the other half of the post. Both post holders will be required to liaise with each other as appropriate to ensure that the service provided to the student or Institute is not adversely affected by the job-sharing arrangement.

## 3. Eligibility to Participate in the Scheme

- 3.1 To be eligible to apply for job-sharing, lecturers must have completed their probationary period. In the case of Senior Lecturer 1 (Teaching), he/she must have completed one year at that grade.
- 3.2 Directors, Senior Lecturer 3, Senior Lecturer 2, and L2 (S) are not eligible to

participate in the Scheme.

#### **4. Duration of Job-Sharing**

- 4.1 A lecturer must participate in the scheme for a minimum period of twelve months from the beginning of the academic year. Each job-sharing arrangement must be approved annually by the Institute.
- 4.2 Applications for job sharing must be submitted to the Director/President by 1<sup>st</sup> March of the academic year preceding the academic year the job-sharing is to commence. An application for an extension to job-sharing must also be forwarded to the managerial authority by the 1<sup>st</sup> March. The Institute will, in as far as is possible, respond to an application by 20<sup>th</sup> April. The latest date for withdrawal of an application for job-sharing, except for circumstances as outlined in Paragraph 4.6, is 1<sup>st</sup> June. Any application for withdrawal must be in writing to the managerial authority.
- 4.3 A lecturer on career break or other approved leave of absence may apply to job-share on resumption of lecturing duties but the application must be submitted in accordance with the terms outlined in Paragraphs 4.1 and 4.2.
- 4.4 The timetable arrangements for job-sharing lecturers should be designed within the spirit of the scheme to facilitate the lecturer so far as is practicable. The particular needs of posts will largely determine what patterns of job-sharing are possible. Every effort will be made to notify job-sharing lecturers of their timetabled hours and the pattern of job-sharing in advance. Ideally this should be concluded by 20<sup>th</sup> April. The Institute shall determine the particular attendance regime to apply to each shared post.
- 4.5 A job-sharing lecturer shall resume full-time employment at the end of the agreed job-sharing period.
- 4.6 Applications may not be withdrawn after 1<sup>st</sup> June except in exceptional circumstances. An Institute may consider applications for an earlier return to full-time employment if the applicant can be accommodated within the approved staffing allocation. Any such request for withdrawal must be in writing to the managerial authority.

#### **5. Duties**

- 5.1 It will be a matter for the Director/President to satisfy themselves that those sharing a wholetime post operate satisfactory arrangements for consulting with each other to fulfil all the responsibilities, teaching and non-teaching, of the wholetime post to the satisfaction of the Institute.
- 5.2 A job-sharing lecturer shall carry out all such duties (appropriate to his/her academic grade) as are assigned to him/her in accordance with collective agreements arrived at from time to time relating to full-time academic grades and authorised by the Minister for Education and Science.
- 5.3 Where the applicant is a Senior Lecturer 1 (Teaching), he/she, in conjunction with the relevant Institute management (and prior to any agreement of the

granting of job-sharing), will agree the allocation of the additional duties of the Senior Lecturer 1 (Teaching) post to be performed while job-sharing.

## 6. Pay

- 6.1 Job-sharers participating in the scheme in general enjoy pro-rata arrangements with their full-time colleagues in relation to pay, teaching hours and conditions of employment.
- 6.2 The scale of pay applicable to a job-sharer is a scale, each point of which shall represent 50% of the corresponding point on the scale of pay which would apply if he/she had remained in wholetime employment.
- 6.3 A job-sharing lecturer will qualify for incremental credit on a scale of pay as described in Paragraph 6.2 of this scheme and subject to regulations in force from time to time.
- 6.4 A job-sharer returning to full-time employment will be assimilated to the scale appropriate to a wholetime lecturer in accordance with regulations authorised by the Minister for Education and Science from time to time.

## 7. Promotion

- 7.1 A job-sharer will be eligible for promotion, subject to the following conditions:-
  - (i) for the purpose of reckonable qualifying service, credit will be given for job-sharing service on the same basis as full-time service.
  - (ii) an offer of appointment to a post will be conditional on the lecturer concerned undertaking to perform on a full-time basis the duties of the new post.

## 8. Leave

- 8.1 Leave will be granted in accordance with collective agreements arrived at from time to time relating to full-time academic grades and authorised by the Minister for Education and Science.

### ***Compassionate Leave***

- 8.2 Three days leave with pay is allowable if the job-sharer is scheduled to be in attendance on the days for which the compassionate leave is sought. The prior approval of the Director/President must be obtained.

## 9. Sick Leave

- 9.1 Incremental salary may continue to be paid to a job-sharing lecturer during absence owing to illness for a period, or periods, which in the aggregate do not exceed 365 days in any four consecutive years subject to the conditions listed hereunder;
  - (i) In the case of job-sharers, each working day's absence on grounds

of ill-health counts as one day's sick leave

- (ii) Where sick leave absences span weekends or other non working days all the intervening days shall count as sick days
- (iii) In reckoning the aggregate sick leave, casual absences will be taken into account, as will periods of Institute closure occurring in the course of a lecturer's absence, unless a Medical Certificate is furnished indicating the date of termination of sick leave and provided the job-sharer resumes duty immediately after the period of closure.

9.2 The period of sick leave after which the production of a certificate from a duly qualified medical practitioner is required in order to obtain payment of salary will be as for wholetime lecturers. Where a job-sharer is absent for more than three consecutive days on which he/she is scheduled to be in attendance a medical certificate must be supplied.

## **10. Maternity Leave / Adoptive Leave/ Parental Leave**

10.1 The arrangements applying to lecturers in relation to maternity leave and adoptive leave are, in general, as specified in the Maternity Protection Act, 1994 and the Adoptive Leave Act, 1995 and the relevant Statutory Instruments. There is no distinction in the Acts between staff who are working full-time and staff who are job-sharing.

10.2 In the Maternity Protection Act, 1994 the period of leave is defined by reference to the expected date of confinement; in the Adoptive Leave Act, 1995 the period of leave is defined by reference to the date the child is placed with the adoptive parents. While on maternity leave or adoptive leave, any salary paid to a job-sharer will be at the job-sharing rate in accordance with the provisions regarding payment during maternity leave or adoptive leave in force at the time.

10.3 Where a lecturer commencing job-sharing in a particular academic year is absent on maternity leave or adoptive leave which overlaps the school vacation in the previous year, the lecturer will be granted any entitlement to additional leave due at the full-time rate. If a job-sharer, absent on maternity leave or adoptive leave which overlaps school vacation in a particular year, returns to a wholetime post in the following academic year, he/she will be granted leave in lieu at the job-sharing rate.

10.4 Parental leave will be granted to the job-sharer in accordance with the arrangements authorised by the Minister. Force Majeure leave will be granted in accordance with the provisions of the Parental Leave Act 1998 and any subsequent Acts amending or replacing that Act.

## **11. Outside Employment**

11.1 It is not permissible for a job-sharer to engage in outside employment without the prior written consent of the Institute and that consent will only be given where it is clear that such outside employment will not affect the job-sharer's work under the Institute or be in conflict and/or competition with it.

- 11.2 Job-sharing lecturers may not engage in regular part-time or long term substitute teaching.

## 12. Superannuation

- 12.1 A job-sharer who is a member of the Local Government (Superannuation Revision) (Consolidation) Scheme, 1986 or the Local Government (Superannuation) Act, 1956 (Consolidation) Scheme, 1987 shall be eligible for superannuation benefits on the same basis as full-time staff, save that each year of service given in a job-sharing capacity will reckon as six months full-time service for superannuation purposes. Pensionable salary will be based on full-time salary.
- 12.2 The superannuation regulations applicable for a permanent lecturer appointed on or after the 5<sup>th</sup> April 1995 paying Class A contributions and who opts to job-share are outlined in Circular 1/96 or 2/96 as appropriate.

## 13. Review

- 13.1 The job-sharing scheme may be reviewed at the request of the Minister for Education and Science or the Minister for Finance, or the Institutes of Technology, or the Teachers' Union of Ireland.