



cetb
Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

Document:	Policy on Worksharing for Non-Academic Staff
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Policy Statement

Cork ETB looks positively on the concept of flexible working arrangements and wishes to support staff in balancing their personal and work lives. Cork ETB recognises that flexible working arrangements, including statutory entitlements, where carefully managed, can bring significant benefit to an organisation and its employees. However, as per the relevant Circular Letter, the operation of such schemes is subject to the condition that the operating requirements of Cork ETB are not adversely affected. Accordingly, all applications to participate in the scheme will be considered in the context of the organisational needs of Cork ETB.

Scope

This policy applies to all non-academic staff members of Cork ETB. This policy operates within the terms and conditions of Circular Letter 37/2006 and should be read in conjunction with same.

Purpose

This policy has been developed to provide a framework within which the provisions of the relevant Circular letter can be applied.

Objectives

- To assist all staff in understanding the procedures under which this scheme operates.
- To ensure that the terms of the Scheme are applied in an objective, transparent and fair way across the organisation

Worksharing Patterns

While a number of worksharing arrangements are in place historically, new applicants will be required to agree an attendance pattern with his/her Manager which is not less than a four-day week. This decision is made on the basis of the need of the scheme to deliver services, the limitations in respect of obtaining sanction for replacements and the need to balance the leave entitlements of all staff.

Where an individual requires additional time off for exceptional circumstances arrangements may be made in respect of annual leave and /or flexi leave. Where such arrangements are not possible sanction may be granted for a limited period of time (not exceeding 3 months in a 12-month period) for someone to avail of an attendance pattern that is less than a 4 day week. In sanctioning such a request consideration will be given to the needs of the organisation, workload within the area of work and the ability of a section to operate efficiently during this period.

In making requests for worksharing, employees should set out the proposed details of days / hours to be worked.

All new applications for worksharing must be for a minimum of 0.8 whole time equivalent (existing workshare patterns will be honoured).

The maximum combination of available leave (i.e. planned leave) that will be granted at any one time is the equivalent of 0.8 whole time equivalent with the exception of annual leave.

Terms and Conditions of Scheme

- a) The terms and conditions governing the operation of the Worksharing Scheme are set out in Circular Letter 37/2006, including pay, annual leave, public holidays, sick leave, pensions, overtime, extra attendance etc. All applicants should familiarise themselves with these terms.
- b) All staff with at least one year's continuous satisfactory service in the ETB may apply to workshare.
- c) Participation in the Worksharing Scheme will be considered for various purposes as outlined in CL 37/2006, and considerations in granting leave under this scheme are set out below.
- d) Some working patterns may have implications for PRSI contributions and ultimately may affect claims under the PRSI scheme. As the implications can change from year to year, participants are strongly advised to discuss working patterns with the HR/Pension Section if they have concerns.
- e) An employee who has worked a work-sharing pattern for at least 12 months may apply to return to full time duties. Return to full-time duties is subject to a suitable vacancy being available and, therefore, there is no automatic entitlement to return to same. (Please note, previous policies setting out annual application and renewal procedures are now superseded by this policy.)
- f) Previous participation in this scheme does not confer any rights on applicants in relation to future applications.
- g) It may be necessary to limit the numbers of employees participating in this scheme in the context of the operating requirements of the ETB .
- h) Where a work-sharing arrangement is considered to be unsatisfactory by management, whether in the light of the operating needs of the ETB or section or otherwise, an employee may be required, by the direction of management, to alter his/her attendance pattern or resume full-time duties (full details in CL).
- i) Cork ETB will provide work-sharing employees with equal opportunities for training, promotion and development.

Consideration will be given to the following when assessing applications for work sharing

- Reduction of pay budget in line with the Employment Control Framework
- Assisting employees in achieving/enhancing work life balance
- Health and well-being of all staff
- Personal development needs of employees
- Educational purposes
- Individual's personal circumstances as outlined on the application form
- Operating requirements of the organisation and pillar
- Equal opportunity to be afforded to all staff
- Management of workload
- Assisting the transition to retirement

Application Procedures

- a) Complete the official application form (available from HR) and submit to your manager in the first instance.
- b) Your manager will meet with you to discuss your application. Following this meeting, the relevant section of the form will be completed by the manager outlining whether he/she supports the application (incl. reasons if not). A decision will be made within 10 working days of your application.
- c) If your manager cannot support your application, he/she should consult with HR to explore if there are any other options available to allow the facilitation of your request. Any such options will be discussed with you where appropriate.
- d) If, following the completion of this process, you are still unhappy with your manager's decision, it may be appealed to the Director of Organisation Support and Development (for administration and support staff) or to the Director of Schools or Director of Further Education (all other staff, depending of area of work). You should submit a copy of the completed form, and a letter setting out the grounds for your appeal within 5 working days of receiving the decision of your line manager. (For grades reporting directly to the Directors, appeals will be made to the Chief Executive.)
- e) A meeting may be organised to discuss the grounds for your appeal, and, if so, a representative may accompany you to the meeting. (A representative may include a colleague of your choice or a trade union representative but not any person unconnected with the organisation.) Your manager will be informed of the appeal and may make a submission in relation to same to the relevant Director. You will be informed in writing of the decision, including reasons for same, within 10 working days of the appeal being lodged.



Signed: _____

Date: 06 April 2017

Timothy Owens

Chief Executive