



**etbi**  
Education and Training  
Boards Ireland  
*Boird Oideachais agus  
Oiliúna Éireann*

# WORKSHARING SCHEME

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## POLICY

*For all staff in  
Education and  
Training Boards  
Ireland*

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Implementation Date	01 November 2020
Review Date	30 November 2022
Next Review Date	30 November 2022
DES Circular Letter	DES Circular – CL37/2006 Work-sharing Scheme For Non-Academic Grades
Date approved by ETBI Board	26 <sup>th</sup> January 2021

## Work sharing Scheme Policy for all staff in Education and Training Boards Ireland

This policy must be brought to the attention of all staff employed directly by Education, Training Boards Ireland (ETBI), through an agency to ETBI and seconded to ETBI, including those on approved leave of absence.

ETBI will provide this policy to all staff through appropriate means (e.g. direct correspondence, SharePoint, CPD, induction and mentoring programmes and/or on the ETBI website).

Any queries in relation to the ETBI Probation policy should be communicated to [internalpolicies@etbi.ie](mailto:internalpolicies@etbi.ie) in the first instance.

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## **I. INTRODUCTION**

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- 1.1 The operation of the scheme is subject to the condition that the operating requirements of the Education Training Boards Ireland (ETBI) are not adversely affected. Accordingly, all applications to participate in the scheme will be considered in the context of the organisational needs of ETBI.

## **2. PURPOSE**

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- 2.1 The purpose of the Work-sharing Scheme is to provide a wider range of attendance patterns which will assist staff in combining both work and personal responsibilities or choices.

## **3. ELIGIBILITY**

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- 3.1 All Professional, Management & Support Staff including seconded staff with at least one year's satisfactory service in ETBI may apply to workshare. Applications for participation in the Work-sharing Scheme will be considered in respect of family responsibilities; educational purposes; facilitation of a person who is recognised as having exceptional sporting or cultural ability, in pursuing a particular goal; assisting in the transition to retirement, or assisting in meeting a person's individual circumstances.

## **4. PATTERNS OF WORK**

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- 4.1 Attendance patterns under the scheme may be as follows:-
- Mornings only;
  - Afternoons only;
  - Split week; i.e. two days / three days;
  - Three day week;
  - Four day week;
  - Week on - week off.

## 5. PROCEDURE

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- 5.1 Applications should be made to your Line Manager/relevant directorate, who will make a recommendation to Human Resources no later than 6 weeks before the proposed commencement of the set period of time concerned. **The application form is available at the end of this policy.**
- 5.2 In considering an application, it may be necessary to transfer a staff member to other duties which allow a more flexible attendance pattern than their current position. This may arise further to a recommendation from the Line Manager/relevant directorate, following consultation with the staff member, and will be subject to approval by General Secretary and Human Resources.
- 5.3 The General Secretary of ETBI will have the final decision on an application to participate in the Scheme, which will be determined in the light of operational needs.
- 5.4 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, applicants are advised to check the position with the Department of Social Protection.

## 6. WORKING CONDITIONS

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- 6.1 While it is not a specific requirement to have a work-sharing partner with complementing attendance or otherwise, the operating needs of a particular section may require a partner/partner for some attendance patterns, with complementing attendance, prior to approval of an application for work-sharing.
- 6.2 ETBI reserves the right to agree an attendance pattern with a staff member, without making up any consequential shortfall in attendance, provided that it is consistent with operating requirements; for example, where a staff member is working a four-day week with no replacement to cover for the fifth day. In other cases, there are a number of options available to cover any shortfall of work arising from work sharing patterns.

These include –

- 6.2.1. Finding a partner or a number of partners within a section who agree to participate in a work-sharing arrangement which will provide full attendance cover.
- 6.2.2 Recruiting, within authorised staff complements, full-time replacements to cover, as far as possible, a number of persons who are on a work sharing attendance pattern.
- 6.2.3 Recruiting, in accordance with local arrangements, a temporary replacement to cover any work shortfall
- 6.3 A staff member participating may choose only one attendance option in a twelve month period.
- 6.4 The minimum period for which a staff member may opt to workshare is twelve months.
- 6.5 A staff member may not work the normal full-time weekly hours of service over a reduced time period (for example, five days' work in a four-day period).
- 6.6 A staff member whose attendance pattern is based on an agreed reduced fixed daily attendance (for example, mornings only) may, at the discretion of the Line Manager/Directorate, remain on or avail of flextime where applicable, for the duration of the agreed pattern of attendance.
- 6.7 Individual work-sharing patterns will be reviewed during the initial twelve month period, to ensure that the flexible attendance pattern continues to reflect the needs of the service and the personal responsibilities of the staff member.
- 6.8 Where the work-sharing arrangement is considered by ETBI to be unsatisfactory, in the light of operational needs or otherwise, the staff member may be required to alter their attendance pattern or resume full-time duties.
- 6.9 Where a staff member is asked to alter their attendance pattern (which could include returning to full-time working), they will be informed of the reason for the proposed change. Where feasible, the ETBI will give six weeks' notice to the staff member, in this regard.
- 6.10 A participant may apply to return to full-time work or alter their attendance pattern where it no longer reflects their personal responsibilities or choices. In the case of a return to full-time duties, the staff member must firstly have worked a work-sharing pattern for at least twelve months, and such return would be subject to the availability of a suitable vacancy. They must give six weeks' notice for either of these proposed changes.
- 6.11 A staff member who resumes full-time working, other than by promotion or as directed by the ETBI, may not recommence work-sharing within twelve months of such resumption, except at the discretion of ETBI

## **7. PAY**

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- 7.1 Payment is based pro-rata on the attendance pattern agreed with the staff member. The pro-rata calculation is made by reference to a daily/half day rate of pay, on a five day week basis.
- 7.2 Increments will be granted annually, subject to existing rules.

## **8. SUPERANNUATION**

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- 8.1 Pension contributions, where applicable, are deducted on a pro-rata basis. The deductions are based on notional full-time pensionable remuneration and the work-sharing pattern expressed as a percentage of fulltime attendance

## **9. ANNUAL LEAVE AND PUBLIC HOLIDAYS**

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- 9.1 Annual leave entitlements may be adjusted pro-rata to attendance patterns.
- 9.2 Public holidays and concession days are applied in accordance with the existing arrangements.
- 9.3 All statutory leave entitlements are retained.

## **10. SICK LEAVE**

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- 10.1 Sick leave provisions are adjusted pro-rata to the agreed attendance pattern on a five day week basis, subject to the normal provisions governing the granting of sick leave.

## **11. TEMPORARY RESUMPTION OF WORK**

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- 11.1 ETBI reserves the right, in exceptional circumstances, to require individual work sharing staff to temporarily resume duties on a full-time basis. In such a situation, ETBI reserves the right to give a notice period of less than six weeks.

## **12. TERMINATION OF WORK SHARING**

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- 12.1 ETBI may require a staff member to resume full-time duties where it is satisfied that they are availing of the scheme for a purpose not allowed or where the conditions of the scheme are not being complied with.

## **13. VARIATION**

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- 13.1 The policy may be amended at any time following consultation between management and staff.

## **14. REVIEW OF POLICY**

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There will be a review of this policy two full years after its introduction or earlier if deemed necessary by ETBI management.



## APPENDIX

### **APPLICATION FORM: WORKSHARING SCHEME FOR PROFESSIONAL, MANAGEMENT & ETBI Staff**

To be completed in conjunction with the HR037 Work-sharing Scheme Policy

This application form should be completed in full and submitted to the Human Resources Department.

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

#### **Requirements of the applicant:**

Please give details of the work-sharing pattern you would prefer. The options available under the scheme are outlined in the policy and guidelines. These patterns may not be guaranteed, as the operating requirements of ETBI cannot be adversely affected.

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#### **Proposed work sharing partner(s):**

If you know of someone interested in work sharing with you, please give their name provided that they have no objection. This may facilitate ETBI in making the necessary arrangements.

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Proposed date of commencement of work-sharing: \_\_\_\_\_

Note: if it is decided that your current post is unsuitable for work-sharing, your name will be placed on the Work-sharing Requests Register, for further consideration.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This section should be completed by the Line Manager:

I recommend/do not recommend this application for work-sharing.  
Please state the reasons why you support/do not support this application:

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**Signature of Line Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Directorate:** \_\_\_\_\_ **Date:** \_\_\_\_\_