



Worksharing Scheme for Professional, Management & Support Staff

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1. INTRODUCTION

- 1.1. The Worksharing Scheme, which is part of Government policy on work/life balance initiatives, is available to all Professional, Management & Support Staff in the Dublin Institute of Technology, and is governed by a circular letter issued by the Department of Education and Science (see footnote below).
- 1.2. The operation of the scheme is subject to the condition that the operating requirements of the Institute are not adversely affected. Accordingly, all applications to participate in the scheme will be considered in the context of the organisational needs of the Institute.

2. PURPOSE

- 2.1. The purpose of the Worksharing 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

- 3.1 All Professional, Management & Support Staff with at least one year's satisfactory service in the Institute may apply to workshare. Applications for participation in the Worksharing 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

- 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

- 5.1 Applications should be made to your Line Manager, who will make a recommendation to Human Resources. 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 his/her current position. This may arise further to a recommendation from the Line Manager, following consultation with the staff member, and will be subject to approval by Human Resources.

Department of Education & Skills Circular Letter No.: 0025/2006
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0025_2006.pdf

- 5.3 The Institute 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. For more information, please visit: <http://www.welfare.ie/en/Pages/Worksharing.aspx>

GENERAL PROVISIONS

6. WORKSHARING CONDITIONS

- 6.1 While it is not a specific requirement to have a worksharing partner with complementing attendance or otherwise, the operating needs of a particular section may require a partner/partners for some attendance patterns, with complementing attendance, prior to approval of an application for worksharing.
- 6.2 The Institute 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 for any shortfall of work arising from worksharing patterns. These include -
- 6.2.1. Finding a partner or a number of partners within a section who agree to participate in a worksharing 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 worksharing 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, remain on or avail of flexi-time where applicable, for the duration of the agreed pattern of attendance.
- 6.7. Individual worksharing 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 worksharing arrangement is considered by the Institute to be unsatisfactory, in the light of operational needs or otherwise, the staff member may be required to alter his/her attendance pattern, or resume full-time duties.

6.9. Where a staff member is asked to alter his/her attendance pattern (which could include returning to full-time working), he/she will be informed of the reason for the proposed change. Where feasible, the Institute 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 his/her attendance pattern where it no longer reflects his/her personal responsibilities or choices. In the case of a return to full-time duties, the staff member must firstly have worked a worksharing pattern for at least twelve months, and such return would be subject to the availability of a suitable vacancy. He/she 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 Institute, may not recommence worksharing within twelve months of such resumption, except at the discretion of the Institute.

7. PAY

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

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 worksharing pattern expressed as a percentage of full-time attendance.

9. ANNUAL LEAVE & PUBLIC HOLIDAY ENTITLEMENTS

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.

9.4. All statutory leave entitlements are retained.

10. SICK LEAVE

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

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

12. TERMINATION OF WORKSHARING

12.1 The Institute may require a staff member to resume full-time duties where it is satisfied that he/she is

availing of the scheme for a purpose not allowed, or where the conditions of the scheme are not being complied with.

QUERIES ON THE POLICY AND GUIDELINES

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