



A guide to job sharing at Zurich



A guide to job sharing at Zurich

At Zurich we are committed to becoming the most inclusive employer possible and flexible working plays a very important role within that.

What is job sharing?

Job sharing is where two (or more) employees divide a job between them to cover one full-time role. Pay, benefits and leave entitlement for job sharing are allocated on a pro-rata or proportional basis (divided approximately by hours worked) of the full time salary. Simply put, a job share is where two part-time workers do one job; this is different to two part-time workers doing a part time job each. Both parties must commit to completing the whole job as a duo, not just completing their half of the job.

It is normally possible to share any job. It is usually done by dividing the total number of hours that need to be worked in a number of ways, and with both partners doing the same type of work. For example:

- One partner might work Monday to Wednesday and the other Wednesday to Friday.
- One partner might work mornings and the other partner works afternoons each day.
- They may work alternate weeks.

Job sharing should not be mistaken for job splitting. Job splitting is where a role is divided by identifying the different elements of the job and allocating separate duties to each individual, based on capability, activity and/or projects.

“It’s communication which makes job sharing work – otherwise it is two part-time jobs back to-back.”



A guide to job sharing at Zurich

What are the benefits to job sharing?

There are many benefits to job sharing, such as:

- It offers a suitable 'work-life' balance by providing a platform for those of you who wish to work more flexibly.
- The potential to increase job satisfaction due to the input of a wider range of skills, experience and creativity of two people rather than one.
- It can reduce holiday gaps as often the role is still delivered for some part of the week (or at times all of the week). This means the role is covered all year round.
- A team can gain twice as many skills, knowledge, talent and experience from employee resource
- It helps to attract and retain employees, particularly those with caring responsibilities or who have long term health issues but want to continue working.
- It gives us a way to support parents of young children, carers of adults and people with disabilities.

Applying for a role as a job share

We recommended that if you want to apply for a job sharing post that you try and find a partner before applying so you can apply together. When applying as job share partners, you must agree how you are going to carry out the role and this can be explained to the hiring manager at the interview stage.

We recommend each job share partner apply with their own application form and submit their own CV, however, applicants should make it clear that they are applying as part of a job share and give the name of the proposed partner.



A guide to job sharing at Zurich

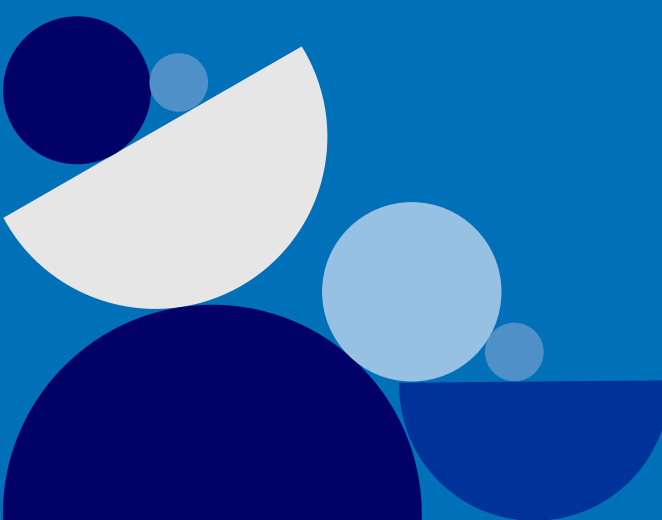
What happens if my job share partner leaves?

Job shares can end when one partner wants to change their working pattern or leaves the job for any other reason. Your line managers should clearly define and agree with both partners from the start, in writing, what procedure will be adopted if one job sharing partner leaves; particularly what will happen if a new partner cannot be found.

New arrangements may include:

- Offering the job to the remaining job sharing partner on a full-time basis
- If they cannot or do not want to work full-time, and the job can temporarily be done part-time, asking them continue to undertake the role part-time, with support from other team members, whilst advertising the remaining part of the job as job share
- If it is not possible to do the job part-time, even for a short period, your manager may consider offering it as a job share to another member of the team as a development opportunity and/or temporary promotion.
- If none of the above arrangements work, or are impractical to implement, please seek advice from the People team.





A guide to job sharing at Zurich

