

Clear Contracts

Contracts that manage expectations and protect you and your employees

The job share contract should set out :

- The individual's own contractual arrangements, inc. any flexibility required, hours of work etc
- The working relationship with their job share partner.
- That where reasonable the pair should endeavour to cover each other's sick leave and holidays

Ensure arrangements for one job-share partner leaving are clear

- Offer the job share partner the role on a full time basis
- Or the chance to find an alternative job share partner (set a timescale for this).

If this is not possible, the right to terminate employment should be made clear in the contract.

As long as you have behaved reasonably, followed a fair procedure, acted in accordance with the contractual arrangements you have in place and have done what you can to keep the remaining job share partner in employment, termination is an acceptable last resort.