



Please ensure you read this information before submitting your application

COMBINING CARING AND WORKING

Introduction

The culture, which often forced people to make choices between their homes and families or having a rewarding career, is being challenged. Southampton City Council is amongst those more progressive employers who are meeting this challenge by examining our policies and making working patterns more flexible. This approach is designed to help people who are 'carers' and who want and need to work outside the home.

Southampton City Council has a number of schemes designed to introduce flexibility into working patterns thereby opening up the world of work to those who have caring responsibilities.

The information provided in this document summarises the schemes available to Council employees.

Flexible Working Hours

The Flexible Working Hours Scheme applies to most posts. Offices are open from 0730 to 1830 hours. Where flexible working is permitted employees must be at work during core times, 0930 hours to 1200 noon and 1400 hours to 1600 hours, but may work flexibly during the other hours subject to the needs of the service.

Employees are required to work a specified number of hours during each four week accounting period (for full time employees this is normally 148 hours, i.e. 4 weeks by 37 hours).

A maximum of 20 credit hours or 4 debit hours may be carried over from one accounting period to the following period. A maximum of 13 days flexi-leave can be taken in any leave year.

Job Share

Southampton City Council operates a job share scheme and, with the exception of a limited number of jobs, all jobs are open to job share.

What is Job Share?

Job Share is a form of employment where two people divide the duties and responsibilities of one full-time job. Job Sharing may be attractive to individuals:

- with family responsibilities;
- disabled people who wish to have employment flexibility;
- who wish to combine work with part-time education;
- who wish to ease into retirement.

Under the scheme each employee holds an individual contract of employment, as a permanent employee. The salary and conditions of service of the post are divided between the job holders according to the hours that they work.

Who Can Apply?

Job Sharers will be considered for a post provided at least two potential job sharers have applied and meet the job related selection criteria. This means that, although the Council will attempt to match you with a partner if you indicate that you wish to share a job, you will have a greater opportunity if you can also identify another potential sharer.

If you already work for the Council and wish to job share you must apply to the Directorate to share your existing job. You will be expected to continue to work full-time for a three month notice period, or until a suitable partner can be recruited.

Further Information

This document is only a brief introduction to the Scheme. If you apply for a job on a job share basis and are shortlisted the full guidelines, including the scheme, will be sent to you. More details can be obtained by telephoning the contact given in the advertisement or from the Human Resource Management Group.

To apply for a post on a job share basis, please complete the relevant section on the Application Form.

Maternity Leave

The Council has made arrangements for the provision of Maternity Leave and Maternity Pay, which are dependent on the length of service. Details of the provisions within the scheme can be provided on request.

Maternity Support Leave

Five days paid leave is allowed for the child's father or the partner or nominated carer of an expectant mother to coincide with the birth of a child. The leave should be taken immediately prior to, during, or after the period of confinement.

Special Leave

The Council recognises that some employees may, from time to time, require time off for bereavement or other compassionate purposes. Each request to Management will be considered individually, based on the circumstances of the case and the impact on the service provided.

Adoption Leave

Adoption Leave is granted to enable an employee to adopt a child and help settle the child into the family. Further details on Adoption Leave will be available from your Manager, or from your Human Resource Management Group.

Finally

If you are appointed you will receive the Council's Employee Handbook, which provides more detailed information of the above-mentioned schemes. Please note that eligibility to these schemes may differ within parts of the City Council.

Some schemes may not be applicable, therefore please check your eligibility with your Manager or with your Human Resource Management Group.