

Flexitime Policy



Flexitime Policy

Version: V0_2
Owner: HR/Corporate Services
Approved by: Executive

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<u>CONTENTS</u>	<u>PAGE NO</u>
1. Purpose & Scope	3
2. Principles	3-4
3. Working Hours	4
4. Working Hours: Flexibility	4
5. Working Hours: Debit/Credit	4-5
6. Flexitime Leave	5
7. Working Hours: Records	5
8. Overtime	5
9. Related Policies	5
10. Policy Review	5
11. Equality and Diversity Impact Assessment	5
12. Best Value	5
Appendix A – Application to Join the Flexitime Scheme	6
Appendix B – Document Control Sheet	7

Flexitime Policy

1. Purpose and Scope

- 1.1 The aim of Flexitime policy is to allow individuals teams to enter into an agreement over the choice of working hours each day.
- 1.2 The overriding principles of the scheme are the effective provision of the Park Authority service which must be maintained throughout the normal working day and that the overall requirements of the service take precedence over the flexitime scheme. Where there is a requirement for you to be available within a team to answer queries within the standard day i.e. 08.30-16.30 Monday – Thursday and 08.30-16.00 on a Friday you must work flexibly around those times.
- 1.3 It is possible that such an agreement may not be operationally acceptable and members of a team cannot participate in the flexitime scheme, the most obvious example being the need to maintain cover at specific sites.
- 1.4 If you participate in the flexitime scheme you cannot also participate in TOIL (Time Off In Lieu). However if you are on standard hours you can use TOIL; this is governed by the same principles, however there may be some restrictions on how you accrue and take hours, you should discuss this with your manager.

2. Principles

- 2.1 Arrangements made under the flexitime scheme will at all times be governed by the needs of the service that we provide.
- 2.2 If you are in a post which we consider to be of such a nature that including it in the flexitime scheme would reduce the effectiveness of the service we provide, you will not be able to participate in the flexitime scheme.
- 2.3 Membership of the flexitime scheme is voluntary (you must complete the application to join the flexi scheme form which can be found on park central) and does not form part of your terms and conditions.
- 2.4 You are responsible for your own time recording on a daily basis. Flexitime sheets will be stored on the data drive which both you and your manager has access to.
- 2.5 Your manager will be responsible for reviewing your flexi sheets ensuring you are following the rules of the scheme and authorising the sheet at the end of the accounting period. These will be audited on an ad hoc basis.
- 2.6 Any grievance relating to the flexitime scheme or its operating should be processed through the Grievance Procedure.
- 2.7 You are expected to work and operate the flexitime scheme within your service area in a fair and harmonious manner.

Flexitime Policy

- 2.8 If you are found abusing the flexitime scheme you will be immediately excluded from the scheme and may be subject to the disciplinary procedure. Abuse of the scheme includes instances of deliberately recording start and finish times of work inaccurately in order to claim extra hours where they haven't been worked.

3. Working Hours

- 3.1 Working hours are those that contractually apply to each Park Authority employee:

- For full time staff the working week is 37 hours giving a notional working day of 7.30 hours Monday to Thursday and 7 hours on a Friday.
- For part time staff working hours are calculated on a pro rata basis. Part time staff may be included in the flexitime scheme subject to the caveat that their part time status may already represent the maximum degree of flexibility allowed by the service area.

- 3.2 You should discuss with your manager whether flexitime operates within your particular area, and if so what the arrangements are for your team.

4. Working Hours: Flexibility

- 4.1 There will be no core times in operation. Managers/Directors will agree what is required to ensure adequate cover for their service area and this will be worked around by all team members.

- 4.2 You must incorporate a meal break of 30 minutes minimum into the working day if the working day is more than 6 hours. This should ideally be balanced in such a way to ensure you have an adequate break in the middle of your working day.

5. Working Hours: Debit/Credit

- 5.1 Flexitime will be calculated on a 4 week period. You are allowed a debit of 7.30 hours and a credit of 15 hours per 4 week period. Any excess over the stated 15 hours will be lost at the end of the accounting period; this will be on a pro rata basis for part time staff.

- 5.2 If you have a debit of flexitime hours on your last day of employment with the Park Authority these will have deducted from your remaining annual leave if you have any otherwise it will be deducted from your final salary. If you are in credit on your last day of employment these hours will be paid at single time rate in your final salary if you are unable to take the hours as flexitime leave prior to leaving.

6. Flexitime Leave

In addition to the freedom provided in starting and finishing work, the flexitime scheme also allows you to take any credit in a 4 week period in hours, half or full days which must be authorised by your Line Manager.

Flexitime Policy

7. Working Hours: Records

If using the flexitime scheme you must record your working hours using the electronic flexitime sheet which can be found on park central.

8. Overtime

Flexitime is wholly independent of any arrangements for working overtime. Excess hours worked as flexitime are not overtime. If you are to work any additional hours as overtime this should be agreed in advance with the formal authorisation of your manager. Overtime is not recorded for flexitime purposes.

9. Related Policies

Grievance Procedure
Disciplinary Procedure
Work Life Balance Scheme

10. Policy Review

This policy will be reviewed on an annual basis, to ensure legislative compliance and effectiveness.

11. Equality and Diversity Impact Assessment

An equality and diversity impact assessment was carried out and no discriminatory effects were identified for any particular group within the workforce. This will be monitored on an ongoing basis.

12. Best Value

Following review of this policy I am content that it fulfils the best value guidance this policy promotes and ensures equality by ensuring that restricted working hours does not mean that we are unable to recruit the most suitable person for the role as per the role requirements. It underpins the use of resources and also ensures the health and wellbeing of employees.

13. Monitor and Review

This policy will be reviewed to ensure it is fit for purpose and is up to date with any legislative changes or within three years, whichever is the earliest.

Flexitime Policy

Document Control Sheet

Appendix B

Prepared By	Claire Ferguson
Date Effective From	30 th October 2017
Review Frequency	Regular basis
Contact	Claire Ferguson, HR Adviser

Revision History:

Version:	Date:	Summary of Changes:	Name:
0_2	19/10/2017	Update to language	Claire Ferguson

Approvals: This document requires the following signed approvals.

Name/Title	Date	Version
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Distribution: This document has been distributed to

Name:	Title/Division:	Date of Issue:	Version:
	Updated on park central , email sent to all staff advising of update	November 2017	0_2