



"An Excellent Authority"

Service Instruction <POD>>
<<Flexi time>

Document Control

Description and Purpose

This document is intended to give guidance to all Managers and employees regarding the flexi time process

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Nov 2010	Nov 2011	A Cross	N Mernock	Magda Jordan
Permanent		Temporary	If temporary, review date must be 3 months or less.	

Amendment History

Version	Date	Reasons for Change	Amended by
Old WLB booklet	unknown	Updated onto a SI template	A Cross

Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Document location
	X	June 2010	DAG	Public folders

Civil Contingencies Impact Assessment (if applicable)

Date	Assessed by	Document location

Related Documents

Doc. Type	Ref. No.	Title	Document location
Policy		Work life balance	Committee Services

Contact

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Target audience

All MFS		Ops Crews		Fire safety		Community FS			
Principal officers	X	Senior officers		Non uniformed					

Flexi Time

Introduction

The Authority currently operates a scheme of flexible working hours for certain employees throughout the organisation. This instruction outlines the main features and general provisions of the Flexi-time scheme.

Flexi- time allows employees to choose, within certain limits, their hours of work to suit their particular circumstances. The total number of hours laid down in the employees' conditions of service must still be worked but the way in which those hours are worked becomes, to some extent a matter of choice.

Additional hours worked over a period of time can be used as time off as long as the overall contracted hours are worked over a defined period known as a settlement period. The Authority operates a settlement period of four weeks.

What jobs are suitable for Flexi time

The scheme is used mainly by non-uniformed employees and uniformed day related employees. Due to the need to maintain a set level of cover at all times, it is not possible for operational uniformed employees and for some non-operational roles within the Authority to use the flexi-time scheme.

Grey Book employees remain conditioned to the collective agreement reached at the Technical Advisory Panel of the NJC entitled 'flexi time system for uniformed day staff covered by the Grey Book' and its associated agreements.

How flexible is the scheme?

Flexible arrangements must comply with the law on working time. For further information or further clarification on any of the above please contact the POD department or your trade union representative.

Although the scheme allows for a considerable degree of flexibility to be exercised with regard to the arrival and departure of each employee, it must be remembered that within the Authority the provision of the correct level of service to our customers, both internally and externally must always be the first consideration.

Some departments or teams may need to be staffed for longer periods than others because of the direct links with the public or because of the nature of the role, this means that the degree of flexibility allowed to participants can vary from day to day, section to section and department to department according to the particular circumstances prevailing at the time.

It is the duty of each section head to ensure that the flexible system operates to the best advantage of all concerned without impairing the service that their departments provide.

Attendance patterns on a day to day basis are therefore subject to agreement with managers and colleagues in the light of anticipated workload and in line with contractual arrangements.

Operating the Scheme

It is essential that useful work is being carried out both in core time and any time worked during the flexible periods.

There are several key areas of the flexi-scheme as follows

Bandwidth

Subject to building opening hours and any relevant health and safety considerations employees may start within a range of times. The earliest start time is 07:30 and the latest finishing time is 18:30. Hours worked outside of these times cannot be counted towards flexi-time totals.

Core Time

All employees who operate under the flexi-time scheme must be in work during the following hours and ensures that each section is fully covered for the main part of the working day:

Morning Core time	10:00 – 11:45
Afternoon Core time	14:00 – 15:00

Lunch Period

Between the hours of 11:45 and 14:00, a lunch break of at least ½ an hour (30 minutes) must be taken. Lunch breaks between must not exceed 2 hours.

For any working day that an employee finishes work before 15:00, this time must be taken as flexi or annual leave.

How many hours must be worked

All employees must work their contracted full time hours over any four week settlement period. E.g. Support staff must work 140 hours (35 hours x 4 weeks) and Operational Day staff must work 148 hours (37 hours x 4 weeks). Please note that these examples are for full time employees only. Part time employees will be notified of their total hours by TRM based upon their individual contract of employment.

As it may be difficult for each employee to balance exactly his or her hours with their contracted hours, therefore you are allowed to carry over each settlement period a 'debit' or 'credit' of hours, subject to a maximum of 17.5 hours credit and 7 hours debit.

Credit Allowance

The maximum number of credit hours that a full time employee can carry over from one settlement period to the next is 17.5; part time employee's entitlement will be pro-rated.

Any hours over accumulated at the end of the settlement period in excess of 17.5 hours will be lost; it is the employees' responsibility not to exceed the maximum allowance.

Debit Allowance

If it is not possible for an employee to make up any lost time within any settlement period, a full time employee may transfer a maximum of 7 hours to the new settlement period; part time employee's entitlement will be pro-rated.

Taking accumulated flexi time as leave

Employees working under the flexi time scheme can take "Flexi Leave" providing that they have the necessary credit balance accumulated. Full time employees will be entitled to take up to 2 full days or 4 half days leave per settlement period. For part time employees, this entitlement will be pro-rated.

How to record your time

All employees must record their attendance by using the clock card provided. Where there is not the facility to use a clock card, employees must record their attendance on time sheets. When arriving at or departing from your office, place your card in the time clock to record the time. The clock will automatically stamp the card with the correct time in the relevant space. The clock will record the times in decimal hours rather than standard time.

The clock card has been designed to provide for four time recordings per day, and in normal circumstances they should be:

- (a) The time of your morning arrival
- (b) The time of your departure for lunch
- (c) The time you return from lunch
- (d) The time of your departure at the end of the working day.

If you leave the office between any of the above times, for business or personal reasons (authorised by your manager or section head), do not "clock out" unless you do not expect to return.

You must personally clock in or out, under no circumstances may you log in or out on behalf of another member of staff. Should you do so, this will be treated as gross misconduct by both you and the other employee concerned.

Employees are required on a regular basis, or upon request, to submit their clock cards or time sheets to their line manager, or delegated representative, for them to be verified and checked in line with the Authority's policies and procedure.

The scheme is offered as a privilege and may be withdrawn from individuals if it is abused following appropriate investigation.

Recording time away from work

If you are away from the office for reasons of leave, sickness, day release, taking a flex-day or for any other reason where you are unable to clock on and off to record your working day, you should enter this time as an adjustment in the "Adjustment Information Panel" against the relevant week that the adjustment is required. Along with this you are required to give a reason for the absence and the number of hours that you wish to claim or deduct time. This must be authorised by your manager or section head as soon as possible.

Routine and non essential hospital, Doctors and dentist appointments should be made in an employees own time. Where this is not practical they must be taken outside core hours. Where exceptional circumstances dictate, an appointment that is taken inside core hours must be recorded as a deficit.

Essential hospital and antenatal appointments may be taken in core time and employees are not expected to work additional hours to make the time up. Hospital appointments may be taken for half a day and after this time flexi time may be taken. It is not envisaged however that such appointments will exceed 3.5 hours flexi time.

Where possible and to avoid disruption employees should try to arrange appointments for either end of the working day.

The Authority reserves the right to request sight of appointments cards or letters in support of any antenatal or hospital appointments.

Leaving the Authority and Flexi time

Employees leaving the Authority must ensure that they have a Flexi zero balance of on their last working day.