

Flexible Working Hours for Chief Officials and Local Government Employees

Author Improvement and HR
Department Chief Executive
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1. Aim of the Scheme

- 1.1. The aim of flexible working hours is to allow both employee and employer to enter into an agreement over the choice of working hours each day.
- 1.2. It is the over-riding principle that effective provision of service is maintained throughout the normal working day and that the overall requirements of the service take precedence over the flexi-time agreement.
- 1.3. Circumstances may arise, therefore, where such an arrangement is not operationally acceptable and employees may be excluded from the scheme.

2. Participants

- 2.1. All Local Government employees and Chief Officers will participate in the scheme other than in circumstances where the Chief Executive or an Executive Director deems participation will be detrimental to the provision of an effective service or impracticable in relation to the service provided.
- 2.2. Employees will only be excluded following a discussion with their manager and they will have the right of appeal to their Executive Director if they are unhappy with their manager's decision.

3. Basic Principles

- In operating the scheme the following principles will be observed:
- Levels of service will not be reduced in any way as a result of the flexi-time scheme.
- The needs of the service will always be the priority.
- Employees will be productively engaged in Council business during recorded working hours.
- Starting and finishing times will always coincide with the availability of productive work in the workplace.

4. Time Recording

- 4.1. Employees will be responsible for their own time recording on a daily basis. A nominated officer will rectify any errors or clarify any anomalies and bring this to the attention of the employee concerned.
- 4.2. No employee, unless authorised by their Executive Director, will interfere with another employee's time recording or make an entry on any other employee's time record.
- 4.3. Such action and any other fraudulent or persistent misrepresentation of hours worked will be deemed as gross industrial misconduct and appropriate action will be taken under the Council's Disciplinary Policy and Procedures.

5. Core Time

- 5.1. Core time will be between: 10.00 a.m. – 12.00 noon
2.00 p.m. - 4.00 p.m.

6. Band Width

- 6.1. The band width for commencing work will be between 8.00 a.m. and 10.00 a.m. and for finishing work between 4.00 p.m. and 6.00 p.m.
- 6.2. Employees will ensure the workflow of their department is not adversely affected by the scheme.
- 6.3. The Head of Service may, having given reasonable notice, require any employee to work, on a temporary basis, a standard working day (9.00 a.m. – 5.00 p.m., 1 hour for lunch) to cover the needs of the service.

7. Standard Hours

- 7.1. A standard day is 7 hours. Monday to Friday, 9.00 a.m. – 5.00 p.m. with an hour for lunch.
- 7.2. A standard half day is 3 hours and 30 minutes. Monday to Friday, 9.00 a.m. – 12.30 p.m. or 1.30 p.m. – 5.00 p.m. excluding lunch.

8. Lunch Period

- 8.1. The lunch period will be taken from 12.00 noon to 2.00 p.m. Employees may choose the duration of the break subject to operational requirements and a minimum length of 30 minutes.

9. Accounting Period

- 9.1. The period of which hours are to be calculated is 4 weeks.

10. Time Credit/Debit

- 10.1. During an accounting period, an employee may accumulate up to a maximum of 14 hours credit which may be carried forward to the next accounting period. Accumulated credit must be taken in accordance with Paragraph 11 below within the next accounting period.
- 10.2. No more than 14 hours credit can be carried forward between any accounting periods. Employees with time credits in excess of 14 hours at the end of the accounting period will lose the extra hours except where it has not been possible to reduce the credit hours due to holidays, ill health, or other authorised special reasons. Carry over of credits in excess of 14 hours shall be at the discretion of the Executive Director.
- 10.3. Employees may carry forward a maximum of 7 hours debit into the next accounting period on the understanding that management may require this to be minimised subject to operational requirements within the next accounting period.

11. Flexi Leave

- 11.1. Subject to the authorisation of the Executive Director, an employee can take two full days or four half days credit leave in any one accounting period if the employee has built up sufficient credit time to cover the leave requested.
- 11.2. In exceptional circumstances where, due to the needs of the service within a particular department, it is not possible to grant flexi leave during the next accounting period, a flexi day may, by agreement, be taken at a later date.
- 11.3. Flexi leave will not be granted if the staff member has not built up sufficient credit and they will be in debit as a result of the flexi leave.

12. Overtime

- 12.1. Where an employee qualifies for payment of overtime under NJC Conditions of Service, all overtime worked will be authorised in advance by the Executive Director.
- 12.2. Overtime payments will only be made where an employee is specifically requested by management to work additional hours outwith the period 9.00 a.m. – 5.00 p.m. to meet work requirements and they have worked 7 hours that day.
- 12.3. Where an employee of their own choice works additional hours, between 8.00 a.m. – 9.00 a.m. or 5.00 p.m. – 6.00 p.m. any such time shall be credited under the flexi-time scheme.

12.4. Where approved overtime is worked, employees will 'clock on' at 9.00 a.m. if overtime is being worked prior to this time and 'clock out' at 5.00 p.m. where the additional hours are being worked after this time.

Please Note: No period of work can attract both overtime and flexi time credit.

13. Leave

13.1. Annual Leave, Sick Leave, Public Holidays, Special Leave for Jury Service, attendance on local training courses and other special reasons at the discretion of the Executive Director will be calculated as a standard working day, i.e. 7 hours.

14. Other Absences

14.1. Appointments for dental treatment, routine general practitioner consultation and optical treatment should be arranged in the employee's own time outwith core time, unless in exceptional circumstances. Where leave is approved during core time the period away from work will be offset against any credits or added outstanding debits. Where an employee has a hospital appointment, appropriate flexi credit will be given at the discretion of the Executive Director.

15. Absences Occurring After Commencing Work

15.1. In cases where an employee cannot continue at work after 'clocking in' and is sent home or requests to be sent home, the hours for that day will revert to a standard working day, i.e. 7 hours, irrespective of the number of hours actually worked that day.

16. Duties away from normal base

16.1. Where an employee is required to travel from home to a place of work other than his/her base, the starting time will be the time they left home less the normal travelling time to their base. Similarly, if proceeding directly home from the temporary place of work, finishing time will be their arrival at home less normal travelling time.

16.2. In such cases, 'clocking on' will not be before 8.00 a.m. and 'clocking off' can be recorded no later than 6.00 p.m.

17. Review of Flexible Working Hours

17.1. This scheme will be periodically reviewed and amended as necessary in light of operational requirements.

