

BRECKLAND COUNCIL

FLEXTIME SCHEME

INTRODUCTION

The purpose of the scheme is to improve conditions for the staff by enabling them to adapt their working hours to their own needs and thereby increase the efficiency of the organisation.

WHO CAN WORK FLEXTIME?

All staff will be allowed to work flextime, the only exceptions being:

- (a) Chief Officers and second-tier Officers;
- (b) Office Keepers

THE SCHEME ITSELF

Definitions

The introduction of flexible working hours gives rise to a number of phrases, each of which describes a particular facet of the scheme. Definitions of these are given below and in each case the details of our particular scheme are included.

(a) **Flexible time**

This is part of the day when a measure of choice of working times can be exercised, subject to the pre-planning requirements to maintain the level of service.

IN OUR SCHEME IT WILL BE:

8.00am – 9.45am

12.15pm – 2.30pm

4.15pm – 6.30pm

(b) **Coretime**

This is the part of the day when all staff must be at work.

IN OUR SCHEME IT WILL BE:

9.45am – 12.15pm

2.30pm – 4.15pm

(c) **Standard Hours and Standard day**

These are the normal contracted weekly hours.

ON THE BASIS OF A 37 HOUR WEEK, THE STANDARD DAY WILL BE 7 HOURS 24 MINUTES AND THE STANDARD HALF-DAY WILL BE 3 HOURS 42 MINUTES.

(d) **Accounting Period**

This is the period during which all staff must work the total standard hours, subject to any carry-over hours (for definition see (e) below.)

IN OUR SCHEME, THE ACCOUNTING PERIOD WILL BE 4 WEEKS TOTALLING 148 HOURS

(e) **Carry – over Hours**

The maximum number of hours which can be carried over as credit or debit from one accounting period to the next:

IN OUR SCHEME, THIS WILL BE PLUS OR MINUS TEN HOURS (except where sickness or other authorised absence at the end of the accounting period has contributed to a carry-over of more hours. When this happens, the full credit or debit may be carried over, although staff will be expected to have regularised the position by the end of the following accounting period). Where there are more than ten hours credit the balance will be lost if a person is more than ten hours in debit, pay will be deducted accordingly.

(f) **Flexleave**

An arrangement to permit staff to take time off to reduce excess hours worked – without affecting their annual leave entitlement.

IN OUR SCHEME, THIS WILL BE ACHIEVED BY STAFF EITHER:

- (a) WORKING A LESSER NUMBER OF HOURS IN THE ACCOUNTING PERIOD – OR
- (b) BY TAKING OF, FROM CREDIT HOURS, NOT MORE THAN TWO HALF DAYS OR ONE STANDARD DAY IN EACH ACCOUNTING PERIOD. THIS IS SUBJECT TO THE PRIOR APPROVAL BY THE SECTION SUPERVISOR AND CAN ONLY BE TAKEN WHERE YOU HAVE THE APPROPRIATE TIME IN CREDIT IMMEDIATELY PRIOR TO TAKING THE LEAVE (ie NOT LESS THAN 7 HOURS 24 MINUTES FOR A WHOLE DAY OR 3 HOURS 42 MINUTES FOR A HALF DAY).

(g) **Absence Allowance**

This is an allowance of hours to be credited to individuals who are prevented from carrying out their usual duties for authorised reasons.

IN OUR SCHEME, HOURS WILL BE CREDITED PRO RATA UPON A MAXIMUM STANDARD DAY OF 7 HOURS 24 MINUTES FOR ABSENCE DUE TO SICKNESS, HOLIDAYS, DAY RELEASE, ATTENDANCE AT CONFERENCES, ETC. WHERE IT IS NECESSARY FOR STAFF TO ATTEND URGENT MEDICAL OR DENTAL APPOINTMENTS DURING CORE TIMES, THESE WILL BE CREDITED ACCORDING TO THE ACTUAL TIME SPENT AWAY FROM THE OFFICE UP TO A MAXIMUM OF 1.5. HOURS (subject to extension at the discretion of the Chief Officer).

Overtime

Overtime may continue to be paid to staff who are eligible for it in accordance with their conditions of service. Overtime will still, wherever possible, be required to be authorised in advance. It will be necessary for officers to agree with their supervisor when overtime starts now that working hours may be varied. Overtime can only be worked outside the Flextime stated in paragraph 3(a) above, except where a Chief Officer permits it in order to deal with exceptional circumstances. Overtime must be divorced from Flextime and claimed in the normal way.

Starting and Finishing away from place of work.

The basic principle that officers travel to and from work in their own time is, of course, maintained. When starting work away from the office the starting time will be the time of arrival at the other location or the notional time of arrival at the office from home whichever is the earlier. Similarly when going home from another location the finishing time will be the time of arrival home or the notional time of arrival at the office from the location whichever is the earlier.

When staff start and/or finish work away from their normal centre it will be necessary for them to complete a manual reconciliation form. Where the whole day is spent on business away from the office, you will be credited with the actual time spent on the visit, up to a maximum of ten hours.

Termination of Employment

Staff leaving the employment of the council will be required to ensure that they completed the appropriate number of standard hours up to the time of their termination of employment and supervisors will help staff ensure that they have a nil balance at the time of leaving.

Discipline

Members of staff abusing the system of flexible working hours in any way will be liable to disciplinary action. Deliberate abuse of the scheme could be regarded as gross misconduct and liable to appropriate disciplinary action. Failure to clock in and out as required will result in only the coretime hours being credited for the particular day except where authorised by the chief Officer concerned.

Withdrawal from the Scheme

The Council and the Staff side reserve the right to terminate the scheme by giving three calendar months notice of their intention to do so.

Amendments

The scheme will be monitored by the council and the Staff will be subject to mutually agreed amendments. Periodic checks to ensure the satisfactory operation of the scheme will be undertaken.

Staff Representatives

Your Departmental Representatives will assist in resolving any particular problems that arise

Co-operation

The personnel Sub-Committee have introduced the scheme because they feel there may be benefits both to the staff and the council in a system of flexible working hours. The Council believe they can rely on the continued goodwill of all staff in ensuring that the services which we provide do not deteriorate.

Manning

Staff will be expected to agree their general flextime arrangements in advance. Section Heads will be responsible for ensuring that offices are adequately manned during office opening hours. Chief Officers will have absolute discretion to require the attendance of staff during the existing contractual hours of 9.00am to 5.30pm Monday to Thursday and 9.00am to 5.00pm Friday. Staff are reminded that the present arrangements will continue whereby they can be required to work hours other than their contracted hours and/or overtime as reasonable required by management. The Grievance Procedure will be available for staff to use to air problems of the principles of the application of the scheme.