

FLEXIBLE WORKING

TECHNICAL SERVICES



BACKGROUND AND PRINCIPLES

- The University is running a Flexible Working Pilot Project during 2019/20.
- The arrangements are based on a management philosophy of trust and mutual benefit.
- The arrangements will be subject to review to ensure that the scheme remains appropriate for all parties for the duration of the Pilot Project.

BACKGROUND AND PRINCIPLES

- The scheme aims to improve the efficiency of the Science Technical Services team, while giving flexibility to staff to enable them to work hours more suited to their requirements.
- Technical Services is a service department so we must be mindful that the needs of the business and of our customers will determine a sensible balance of core and flexible working hours. Flexible working must be structured sensibly around on-campus work commitments.

BACKGROUND AND PRINCIPLES

- Subject to business and operational requirements, flexible working provides a staff member with the opportunity to vary his/her start and/or finish times around the core business for their particular work area. It is not a way to permanently change hours of work. **Limits have been established**

Technical Services Flexible Working System	
Span of work hours	7.00am to 7:00pm
Flexi lunch	12.00 to 14.00 (min 30 mins)
Overtime	As agreed in advance, outside of flexible working framework.

BACKGROUND AND PRINCIPLES

- A request to vary working hours is made by the individual staff member and is subject to the agreement of their immediate supervisor / Line Manager.
- Flexi time is calculated on the basis of time for time.
- Normally, a staff member may accumulate time to a maximum credit / deficit of 1 day within a 4 week cycle.

BACKGROUND AND PRINCIPLES.

- Accrued flexi time may be taken off work at a mutually agreed time between the staff member and their direct line manager who will take account of the work requirements of the area.
- Staff will, on a daily basis, self-report working times on an Excel Timesheet from the Technical Services Intranet.

Flexitime Record Sheet.

Notes:
 ✘ Enter your name & starting date etc for this period in the spaces within THIS BOX
 ✘ Enter DEPARTMENT etc in the lower right hand corner of the appropriate box.
 ✘ Enter Work Time in the cell to the right & below the word Time
 ✘ Hours & Minutes portions of times are entered in separate cells (24 hour format)
 ✘ No checks are made re starting times, hours carried etc
 Some cells are protected so that the print out will print fine lines in appropriate places.

Your Name: **iv bacic**
 Starting date for flexisheet: **03-Jun-19**
 (e.g. 10/4/93 or 10 Apr 93) Hour : Min
 Hours carried forward from last month 0 : 00
 Hours carried from last month CR or DR? CR

MANUAL FLEXITIME RECORD				DEPARTMENT UEA - Flex Time		NAME:			
				BRANCH TECH SERVICE	SECTION Etc SCIENCE				
Period From 3 - Jun - 2019 to 28 - Jun - 2019				Hours per week		CR Brought Forward: 0 : 00			
DATE	Time of Arrival	Lunch Period	Time of Departure	ADJUSTMENTS (Including Leave Taken*)		Daily Hours Worked	Cumulative Hrs Worked	SUPERVISOR'S USE ONLY	
	Hour: Min	Hour: Min	Hour: Min	DETAILS	Hour: Min	Hour: Min	Hour: Min	Leave Form Submitted	Initials
03-Jun-19						0 : 00	0 : 00		
04-Jun-19						0 : 00	0 : 00		
05-Jun-19						0 : 00	0 : 00		
06-Jun-19						0 : 00	0 : 00		
07-Jun-19						0 : 00	0 : 00		
10-Jun-19						0 : 00	0 : 00		
11-Jun-19						0 : 00	0 : 00		
12-Jun-19						0 : 00	0 : 00		
13-Jun-19						0 : 00	0 : 00		
14-Jun-19						0 : 00	0 : 00		
17-Jun-19						0 : 00	0 : 00		
18-Jun-19						0 : 00	0 : 00		
19-Jun-19						0 : 00	0 : 00		
20-Jun-19						0 : 00	0 : 00		
21-Jun-19						0 : 00	0 : 00		
24-Jun-19						0 : 00	0 : 00		
25-Jun-19						0 : 00	0 : 00		
26-Jun-19						0 : 00	0 : 00		
27-Jun-19						0 : 00	0 : 00		
28-Jun-19						0 : 00	0 : 00		
				Total Hours		0 : 00	0 : 00		
*Nature of Leave				CERTIFIED CORRECT		Total Time Worked		Hours : Min	
Annual Leave	AL	Public Holiday	PH			(Incl Leave & Adjustments)		0 : 00	
Sick	S	Military Leave	ML			- Contract Hours		145 : 00	
Jury Service	JS	Without Pay	LWOP			Balance		DR 145 : 00	
Customary	C	Flexileave	F	Signature of Officer		OR			
Study Time	ST	Half Day Flexileave	1/2F	CALCULATION CHECKED AND ALL LEAVE APPLICATIONS HAVE BEEN SUBMITTED		+Leave Taken for Excess Debit		0 : 00	
Study Leave	SL	Special Leave	SP	Signature of Supervisor		Total Excess/Credit		145 : 00	
In all other cases (incl. duty outside office) full details must be provided						Carried Forward		DR 145 : 00	

FLEXIBLE WORKING FROM HOME GUIDELINES FOR STAFF IN TECHNICAL SERVICES

- As part of the University's Flexible Working Pilot Project, Technical Services will introduce a trial for Technical, ALC and S&C staff, where office work can be blended with working from home.
- Maximum limits on home working have been established to provide a workable framework but this should not be treated as an entitlement.

FLEXIBLE WORKING FROM HOME GUIDELINES FOR STAFF IN TECHNICAL SERVICES.

- Whilst working from home, staff should be available for contact during normal business hours. Your contractual weekly working hours remain in place.
- Working from home means carrying out contractual duties from the home (i.e. normally in the staff members private dwelling) or another remote location.
- Staff should avoid routinely working from home on the same day so as to provide maximum flexibility for all colleagues.
- Working from home must be structured sensibly around on-campus work commitments.

FLEXIBLE WORKING FROM HOME GUIDELINES FOR STAFF IN TECHNICAL SERVICES.

- Working from home should not create additional workload for other staff or otherwise affect operational efficiency and effectiveness.
- All staff are expected to gain prior approval from line manager to work from home.
- Staff must log, in advance, in the Flexible Working Pilot Timesheet the days that they will be working from home, giving as much notice as possible and normally at least 2 working days.

FLEXIBLE WORKING.

• THANK YOU