

Flexible Working Pilot Project

Technical Services flexible working scheme for staff

The Faculty of Science (SCI) values the flexibility of staff and recognises the importance of supporting members of staff to achieve a work-life balance.

The University is running a Flexible Working Pilot Project during 2019/20. The purpose of this document is to provide guidance to SCI TECH staff on the agreement and operation of the flexible working procedures during this trial.

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.

These guidelines define the overarching framework and arrangements for a flexible working scheme and set out the conditions that will apply for the duration of the Pilot Project.

It must be stressed that flexible working necessitates teamwork and consideration from all members of staff for it to work effectively. The efficient completion of work within the department must always take priority.

The arrangements are based on a management philosophy of trust and mutual benefit and the intention is that these guidelines will enable colleagues to introduce greater flexibility into their working pattern.

The arrangements will be subject to review to ensure that they remain appropriate for the duration of the Pilot Project. It may be modified or withdrawn at any point in time, should the pilot not be in the business interests of the Faculty during the evaluation period.

This document will be implemented as part of the University's Flexible Working Pilot Project which will run in 2019/20. The arrangements will be subject to review to ensure that they remain appropriate for all parties for the duration of the Pilot Project and may be modified or withdrawn through discussion.

Framework

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. 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.

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Limits have been established to provide a workable framework.

| Technical Services Flexible Working System | |
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| 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. |

Details of flexible working

- a) 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.
- b) Flexi time is calculated on the basis of time for time ie: 30 mins extra worked = 30 mins credit for flexi time.
- c) The relevant direct line manager will assess whether flexi time is appropriate for a staff member within the particular area, taking account of the business requirements.
- d) Normally, a staff member may accumulate time to a maximum credit / deficit of 1 day within a 4 week cycle. Staff should not accumulate an excess / deficit of 1 working day without prior approval by the relevant direct line manager.
- e) Where accrued flexi time is in excess of 1 day, and genuine business reasons prohibit a staff member taking this time, the direct line manager may allow it to be carried forward. This agreement will be in writing and plans will be in place to bring the accrual back to 1 day within a reasonable period.
- f) 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. In particular essential work will, by necessity have first priority.
- g) Flexible working is not available to ALC, casual or temporary staff.

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Will this affect my contractual weekly working hours?

While your contractual working week remains in place, the actual time worked in any one week can be flexed.

How do I record my hours?

Colleagues will, on a daily basis, self-report working times on an Excel Timesheet from the Technical Services Intranet. At the end of each 4 week cycle, staff should check and sign the timesheet. The form is forwarded to the line manager, authorised and checked. The Timesheet is then sent to the Administrative Office for recording/filing. We anticipate that this will be self-monitoring process but audit checks will take place at regular intervals.

What are the flexi start and finish times?

For flexi time logging purposes, the earliest start time is 7am and the latest finish time is 7pm. A minimum lunch break of 30 minutes must be taken each day.

What is the Accounting Period?

The accounting period is the relevant 4 week cycle (usually 1st of the month to the end of the month).

What happens if I'm off sick or on leave?

Annual Leave, Customary and Statutory days, sick leave and other authorised leave will be recorded as your contractual working hours

What is flexi credit/debit?

Flexi credit is accrued when you work more than your contractual working hours. Flexi debit is the opposite and enables staff to take hours off before flexi credit has been accommodated, for example, to attend an emergency. Both may be built up over the accounting period, capped at a maximum of 1 working day.

Is it possible to carry over flexi credit/debit?

It will be possible to carry over any credit/debit into the next accounting period, although nominally capped at 1 working day, any additional carry over must be pre-approved by your line manager with plans to reduce this time back to 1 day within a reasonable period.

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What is flexi leave?

Flexi credit built up over the accounting period can be taken as leave – ordinarily up to one day is permitted at any one time.

Do I need to have flexi leave authorised ?

A request to vary working hours is made by the individual staff member and is subject to the agreement of their direct line manager. It will be up to the individual to manage their working time within the given parameters and taking into account workload and deadlines. Flexi leave must be notified to their direct line manager, giving as much notice as possible and normally at least 1 working day, and must be approved by the line manager.

Are there any restrictions on when I can take flexi leave?

While we want this system to provide as much flexibility as possible, please consider there will be practical limitations and we expect individuals to act sensibly to ensure that there is enough cover in the work team to meet our business needs and to support other colleagues.

Staff should avoid routinely taking flexi leave on the same day so as to provide maximum flexibility.

Minimum cover must be maintained and flexi leave may, be declined during busy periods at the discretion of line managers.

What happens if I resign?

Colleagues resigning with a flexi credit or debit will receive a balancing payment/debit with their final salary.

Can I still have time off for GP and dentist appointments?

Colleagues are normally expected to make up the time for appointments during work time. This will not change under the flexitime system; however, time for medical and other non-work related appointments should be taken outside of normal work hours wherever practically possible.

What happens if the system is abused?

Colleagues who do not accurately record their time or misuse the flexitime system will be removed from Pilot Project and may be subject to disciplinary action.

The Head of Faculty Technical Resources, should it be deemed necessary and after due consultation about the operation of the scheme, may give notice to suspend or terminate the flexible working arrangements and to revert to standard working hours.

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Circumstances where this may be appropriate include the suspension of the scheme where depleted staffing levels could compromise the effective running of the department or the termination of the scheme where persistent operational problems hinder the provision of a proper service to our customers, the public and other colleagues.