

WORKING FLEXIBLY GUIDANCE

This guidance is for those staff who were covered by the old flexi scheme, and if you were, all these features are applicable.

This is a reminder of the main points within the flexible working guidance that should be in operation in your section.

General Principles

The old flexi scheme stated that the principle reason for taking a flexi day off was, not to gain additional holidays, but to get back time that you have worked over your contracted hours.

For some, the old scheme did turn in to a way of building up additional holiday's, but HR are clear that compressed working is the appropriate policy to use for this purpose.

Working day, week and Month

You are not required to work your 7.5 hours every day, it can and probably will vary up or down.

For your own personal wellbeing and work life balance you would typically work 36 hours a week.

However our members have told us that the demands placed on Council employees require us to work longer some weeks to meet deadlines, help clients ,

cope with workload or backlogs , clear work before and after annual leave etc.

So you should balance your hours over a rolling month (not calendar month) and any additional time you have built up over your hours , can be taken as a half or full day off.

Recording of hours

Where there's an agreement for you to work flexibly (all those previously on flexi have this agreement), there should be mutual trust that the agreement's being followed. However, if you and your manager agree that it's needed, you can record your hours to help keep track.

Additionally if you are building up or losing time you should discuss the recording of hours with your manager.

Flexible start and finish times

If your post previously allowed flexible start and finish times this will be continued. Cover was generally achieved by the mixture of staff preferring to start early/finish early and those who started later and finished later.

Removal of Core times

The core times requiring you to work between 10-12 and 2-4 have been removed which allows a lot

more flexibility in your working day.

Working additional hours

This part is more open to interpretation , with HR expecting that the need to work longer hours at certain times of the month or year is not a regular expectation. If it is then you need to discuss with your manager on how to reduce the workload over these periods.

Unfortunately our members tell us this is a regular feature in their role with many working longer hours and never finding the time to take those back. With cuts in budgets (and more to come), non filling of vacancies, absence cover, deadlines, backlogs, annual leave etc the need to manage your hours has become a regular feature of working in the council, not an occasional one.

Currently we are monitoring this to see how it works in practise but if you and your colleagues are needing to work additional hours talk to your manager about getting these hours back and let us know if there is a problem.

We will carry out a survey again of our members in the New year to see how the guidance is being adopted by sections.

Working time back

You can request to take time off and work it back within 4 weeks.