



NORTH FERRIBY C E PRIMARY SCHOOL

FLEXIBLE WORKING POLICY

Date of New Policy:	Summer 2015
Review Date:	Summer 2018
Policy Type:	Corporate
Co-ordinator:	Russ Orr
Link Governor:	Matthew Brailsford
Committee:	Personnel

North Ferriby CE Primary School Mission Statement:

A Christian School with children at its heart.

Christian Values Statement:

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

Ethos Statement for North Ferriby CE VC Primary:

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

FLEXIBLE WORKING HOURS POLICY & PROCEDURE

Lead Directorate/Service:	Corporate Resources/Human Resources
Effective Date:	May 2012 (Reformat Only)
Contact Officer/Number:	HR Advice Centre/391221
Approved By:	Personnel Sub-Committee 3.2.2000, Minute No: 3681/ Cabinet 14.4.2009, Minute No: 3590

FLEXIBLE WORKING HOURS POLICY

1. Scope

- 1.1 This policy applies to all employees of the Council except school based employees unless adopted by the respective school governing bodies.

2. Background

- 2.1 The Council recognises the needs of individual employees to balance their work life and domestic responsibilities by enabling them to work differing work patterns subject to the needs of the service

3. Policy Statement & Aim

- 3.1 The Council is working towards creating and maintaining a culture to achieve high levels of attendance whilst recognising the flexibility required for domestic and other out of work responsibilities held by employees taking into account the needs of the service. The aim of this policy is to ensure that Managers consider differing working arrangements in line with Council requirements.

4. Implementation

- 4.1 Managers are responsible for implementing this policy and whilst the needs of the service will always remain paramount, requests from employees should be considered in line with service requirements.

FLEXIBLE WORKING HOURS PROCEDURE

1. Introduction

- 1.1 The option to give employees flexibility in agreeing their hours of work with their Manager will not be open to all groups of employees or to all employees within a particular group. Some groups of employees, because of the nature of their work must be in attendance at specific times of the day if the Council is to provide cost effective and efficient services, and if the needs of its clients are to be met. There are many examples of such groups of employees, i.e. refuse collectors, highway workers, home care assistants etc.
- 1.2 Even where some groups of employees would generally be able to work flexible working hours, certain sub-groups would not because of their special working arrangements eg. compressed working arrangements.
- 1.3 Flexible working hours may not be appropriate for part-time employees who have been engaged to work specific hours to cover service needs.
- 1.4 In all of these circumstances, it is proposed that each Director be authorised to determine which employees/groups of employees within the Directorate can work under a flexible working hours arrangement. In coming to a decision, the needs of the service must be paramount.
- 1.5 In order to provide high quality services to the community the Council require most employees to attend work during certain 'core' times and therefore it will, be necessary for many employees to work flexible hours to ensure cover is maintained for the opening hours of offices which are:

Monday to Thursday (inclusive)	8.30 a.m. - 5.30 p.m.
Friday	8.30 a.m. - 4.30 p.m.

(Offices must be covered for the whole of the opening period.)

- 1.6 Managers will, therefore, be authorised to determine the working hours of employees having regard as far as is reasonable to their individual preferences.

2. Flexible Working Hours

- 2.1 The flexible working hours bands will be:
- Earliest start time 8.00 a.m. to latest finishing time 6.00 p.m.
 - Lunch may be taken between 12 noon and 2.00 p.m.
 - Maximum lunch - 2 hours.
 - Minimum lunch - 30 minutes.
 - Core times 9.30 a.m. - 4.00 p.m.

- 2.2 Within the above bands, employees must agree with their Manager their normal start, lunch and finish times and they can only be changed with the prior approval of their Manager.
- 2.3 The policy does not allow for the build up of credit time to be taken as leave or extra holiday.
- 2.4 Additional flexibility is allowed, however, on a week by week basis with the approval of the Manager. Such additional flexibility must be made up during the week it is granted.
- 2.5 Reasonable time for doctor, dentist and hospital appointments will, if necessary, be allowed during the working day and time will not be required to be made up. However, employees are expected to make appointments in their own time or at the beginning/end of the working day. Where Managers feel that this arrangement is being abused, employees will be asked to make time up.
- 2.6 Time will not have to be made up for attendances at ante-natal or cancer screening clinics and for blood donor sessions.
- 2.7 Time off in lieu for extra hours worked as previously agreed by the Manager must be taken within a month.
- 2.8 Under the Council's Special Leave Policy (E4) reasonable paid or unpaid time off is allowed to deal with a range of urgent incidents eg. the serious illness or death of a near relative or acute domestic distress. Special leave and determination of pay will be agreed on a case by case basis.
- 2.9 Basic records should be kept where flexibility or unpaid time off is agreed.