



## Flexible Working Policy and Procedures

### 1. Purpose

- 1.1 This policy sets out the University's approach to flexible working arrangements which is in accordance with the ACAS code of practice and guidance on handling requests to work flexibly in a reasonable manner.
- 1.2 The University recognises that flexible working can provide benefits to both the employee and the University, and aims to support staff where possible/practical to manage the balance between work and home life.

### 2. Scope

- 2.1 Under the Children and Families Act 2014, all employees have a statutory right to request a change to their contractual terms and conditions of employment to work flexibly subject to the eligibility conditions set out below.
- 2.2 Requests for flexible working may be for any reason and are not restricted to employees with family care commitments.
- 2.3 Requests for reasonable adjustments to working hours associated with ill health or disability may be dealt with under the Sickness and Absence Policy and Procedures in appropriate cases.

### 3. Eligibility

- 3.1 In order to make a request under this policy a member of staff must:
  - Be employed by the University and therefore this policy does not include individuals who are agency workers
  - Have worked at the University continuously for 26 weeks at the date the application is made
  - Not normally have made another statutory request under this policy in the preceding 12 month period.

### 4. Principles

- 4.1 An employee does not have a right to work flexibly but has a right to request to do so.
- 4.2 The University will try to accommodate requests where possible and may also, if appropriate, explore alternative flexible arrangements with the employee in order to reach a mutually beneficial arrangement.

4.3 All requests will be considered as quickly as possible. This will normally be within a calendar month of the line manager receiving the request. The whole process including any possible appeal against the decision must be conducted within a maximum period of 3 calendar months. This timescale may be extended if necessary with the agreement of both parties, for example to allow for a trial period if there are some concerns as to whether any new arrangements will work.

4.4 The term “flexible working” describes any working arrangements where the number of hours worked or the time or place that work is undertaken vary from the standard practice. This includes but is not limited to the following:

- A change to the number of hours of work
- A change to the times when an employee is required to work
- To work from home
- A reduction in the working week
- A shorter working year
- A job share arrangement

Job-sharing is quite different from part time work where the employee is individually responsible for the work. Job-sharers share all of the responsibilities of the post which they hold jointly. Pay, leave, etc are split pro rata to the hours each work. Ideally each job sharer should work exactly half time.

- Work patterns such as, annualised hours, compressed hours, flexitime, shift working, staggered hours and term time working.

## **5. The Decision**

5.1 Decisions will be based on whether or not a request can be granted on business grounds. The University’s ability to provide an effective service will be paramount. The manager should always consult with Human Resources in cases where the application may be refused.

5.2 Not all working patterns or flexible working options will be suitable for all departments or units. It may also be difficult to accommodate flexible working requests from a number of employees in the same area

5.3 Once a decision is reached and has received School/Directorate approval to proceed, the line manager will inform the employee of the outcome, which may be to:

- agree to a new work pattern and a start date,
- or confirm a compromise agreed with the employee,
- or provide a clear business reason as to why the application cannot be accepted. This reason must be one of those listed below (see 6.2).

5.4 Decisions will be confirmed in writing (for details see application form and Guidance Notes for Managers)

## **6. Grounds for refusing a request**

6.1 The line manager should carefully consider the advantages, possible costs and potential logistical implications of any request.

6.2 An application may only be rejected for one of the following business reasons:

- a) The burden of any additional costs is unacceptable
- b) An inability to reorganise work among existing staff
- c) An inability to recruit additional staff
- d) The University considers the change will have a detrimental impact on quality
- e) The University considers the change would have a detrimental effect on its ability to meet customer, student or service demand
- f) The University considers the change would have a detrimental impact on performance of the individual, the team or the University
- g) There is insufficient work during the periods that the employee proposes to work
- h) Where the requested changes will not fit in with planned structural changes

## **7. Terms and Conditions**

7.1 Where a flexible working request which results in a reduction in working hours is approved, the employee's salary and benefits will be pro-rated to reflect the new working hours. In the case of the shorter working year, the pro-rated salary will be paid over a 12 month period. Annual leave will be pro rata to complete months worked.

7.2 A successful application will result in a permanent change to the employee's terms and conditions of employment. However, there may be occasions where it may be appropriate to agree a temporary change such as, an agreed trial period.

7.3 The University's ability to offer and continue a job share arrangement depends on finding a suitable job share partner through the normal recruitment processes. If one partner in a job share arrangement leaves the University will offer the post as a whole time post to the remaining job sharer, or seek to recruit a replacement. If this is not possible and the requirement is for a whole time post, the University will make all reasonable efforts to redeploy the remaining job share partner.

## **8. How to apply**

8.1 Applications should be put in writing to the line manager using form FW1 (attached)

8.2 On receipt of the written application the line manager will arrange to meet with the member of staff at a mutually convenient time. This will provide an opportunity to explore the desired work pattern in depth, and to discuss how this might be accommodated. It will also provide an opportunity to

consider other alternative working patterns should there be problems in accommodating the desired work pattern outlined in the employee's application.

8.3 The employee may, if they wish, be accompanied by either their Trade Union representative or a work place colleague. The line manager may, if they wish, be accompanied by a representative from Human Resources.

8.4 Should the employee be unable to attend the meeting, a further meeting will be arranged. However if they fail to attend again without good reason then the application will be considered to be withdrawn and the employee will be informed of this decision.

## **9. Appeals Procedure**

9.1 The employee may appeal the decision within 10 working days of the decision being notified to them. The grounds for the appeal should be put in writing to the appropriate Faculty/Directorate Head of Human Resources (HR).

9.2 A representative from the HR team (not previously involved with the application) will review the application. He/she may, as he/she feels necessary, request further information and/or evidence, and may wish to meet with the employee and/or the line manager. The employee may, if they so wish, be accompanied by either their Trade Union representative or a work place colleague at any meeting they are invited to attend.

9.3 The HR representative will review whether the line manager was justified in refusing the request.

9.4 The HR representative will notify the employee of the outcome of the appeal in writing within 20 working days of being asked to review the application. Their decision will be final.

## **10. Monitoring**

10.1 The policy will be reviewed regularly and may be amended as appropriate following consultation with the campus Trade Unions. The policy does not form part of any employee's contract of employment.

Document control box	
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Related Statutes, Ordinances, General Regulations:	
Related policies:	Shared Parental Leave Maternity / Adoption Leave Policies Paternity Leave Policy Parental Leave Policy Career Break Policy Retirement Policy
Related procedures:	
Related guidance and or codes of practice:	Flexible Working Requests Guidance for Managers Flexible Working Requests Guidance for Staff Retirement FAQs Guidance for Staff
Related information:	
Policy owner:	Director of Human Resources
Lead contact:	

**Flexible Working Application Form (part 1)****FW1****Please give completed form to your line manager**

Employee Name:	
Employee Number:	
Job Title:	
Organisational Unit/School:	
I have worked continuously as an employee of the University for the last 26 weeks	(tick)
I have not made a previous flexible working request in the last 12 months	
Describe your current working pattern (days/hours/times worked):	
Describe the working pattern you would like to work in future (days/hours/times worked):	
I would like this working pattern to commence from:	
<p>What impact do you think the proposed change would have on the University and on the service and your colleagues? How do you feel this impact might be dealt with?</p> <p><i>Please read the Flexible Working Requests - Guidance Notes for Staff</i></p>	
Signature:	
Date:	

**Flexible Working Application Form (part 2)****FW1****To be completed by line manager**

Employee Name:			
Employee Number:			
Job Title:			
Organisational Unit/School:			
<b>Flexible working arrangements agreed</b> (provide full details of new arrangements):			
Permanent change to contractual terms	(tick)	Start date:	
Temporary change to contractual terms		Start date:	End date:
If temporary, provide explanation:			
Manager name (print):			
Manager signature:		Date:	
<b><i>Manager to send this form to HR Services HR Services will confirm contractual changes in writing to employee and make necessary changes to payroll and employee record</i></b>			

<b>Flexible working arrangements rejected</b>										
Reason for rejection section 6.3 select:	a	b	c	d	e	f	g	h		
Explain reasoning:										
Further comments:										
Manager name (print):										
Manager signature:										Date:
<b><i>Manager writes to employee giving full explanation. Retain this form on file locally.</i></b>										