

## **SoSS Guidelines on Core Hours for Staff**

These guidelines aim to promote a healthier work-life balance and accommodate parental and carer responsibilities of staff and students. They seek to reduce barriers to participation in the intellectual life and governance structures of the School.

**Core working hours are 10:00 to 16:00.**

The following activities fall under the 'core hours' guidelines:

1. Committee meetings, bilateral meetings between staff and/or students, research seminars, team meetings.
2. These guidelines do not include teaching – this should be addressed through the existing University flexible working policy.
3. These guidelines do not change the existing PS Flexi-time policy (for those on Grade 5 and below).
4. These guidelines do not include one off events such as Away Days, Annual Lectures, Celebration events, Graduation etc. but these should be announced with plenty of notice (at least 4 weeks) so that colleagues can arrange replacement care, etc.

Arranging times to meet colleagues and/or students within and beyond core hours is acceptable, if the people involved are happy with this. Staff arranging such meetings should be mindful of asking the question about whether the timing is detrimental, especially if the individual being asked might feel awkward about saying no.

Consideration should also be given by managers to part-time staff who are unable to attend meetings/seminars even if scheduled within core hours, and how they will be included in discussions or receive information.

For meetings falling under #1 which are to be held outside 'core hours', the convenors need to provide a rationale to the Head of Department indicating that the core guidelines have been considered.

### **Relevant University Policies**

- <http://www.staffnet.manchester.ac.uk/human-resources/current-staff/parents-carers/>

END

May 2020