

Guidance on Flexible Working Schemes

The following guidance sets out the principles to be followed in designing local annualised hours or flexitime agreements at departmental level. Managers should consult with staff and local trade union representatives to agree details of a department scheme. The scheme must be documented and copies made available to staff.

1. Annualised Hours Schemes

- 1.1 Where appropriate, areas of the University may seek to introduce annualised hours schemes designed to reflect their operational requirements. This agreement is designed to enable such agreement, not to prescribe the nature of the local scheme.
- 1.2 For new entrants to the University, and for existing employees by mutual agreement, employees may be asked to work on an annualised hours basis.
- 1.3 Two types of work pattern may be considered:

A scheme that varies hours in a regular pattern, e.g. possible seasonally for those working in Landscape areas; or split to reflect the differing requirements during term and vacation for those working in proximity to students;

Short term variation to hours, for example for those working with conferences, where there may be variable requirements to work, dependent on bookings. Any such annualised hours scheme will specify elements including:

- Defining the yearly number of hours to be worked
- The reason for the introduction of such schemes
- Provisions for the equivalent number of holiday hours as all other staff in the same pay band
- Rostered hours and reserve hours
- Reserve hours procedure
- Payment of annualised salary in 12 equal instalments

- 1.4 Any such agreements will be established at School/ Faculty/organisational unit level with the full participation of the appropriate Trade Union representative.

2. Flexi-Time Schemes

- 2.1 Where appropriate, areas of the University may seek to introduce Flexi Time Schemes designed to reflect their operational requirements. This agreement is designed to enable such agreement, not to prescribe the nature of the local scheme.
- 2.2 All support staff, subject to the needs of the University, shall be eligible to participate in this Scheme.
The right to participate in the Flexi Time Scheme is not a contractual right *per se*

but is at the discretion of the University, for mutual benefit where service needs allow its operation. Essentially, the day is split into core time, when staff must be present unless by prior arrangement, and a band width during which staff may complete their hours subject to local and personal needs.

- 2.3 The Flexi Time Scheme will operate in 4-weekly periods, and allow staff the opportunity to carry over additional hours worked into the next period of 4 weeks, but not more than one day credit or debit i.e. only +/- seven hours can be carried forward each period.
- 2.4 For staff working on regular daily patterns, the band width would usually be expected to be at least ninety minutes either side of the core hours, but may be more or less subject to likely operational requirements, and lone working considerations. The core hours that staff are required to attend at work under the Scheme are 10.00 until 12.00 and 14.00 until 16.00 except by prior agreement of their manager.

Staff must have a minimum half hour unpaid break between 12.00 and 14.00.
- 2.5 All staff who participate in the Scheme must record their hours worked in a format agreed with their manager.
- 2.6 The band width and core hours will be determined locally for all staff but for those working different patterns, will not necessarily follow the pattern suggested above.
- 2.7 Flexi time provisions may be withdrawn either at an individual or departmental/unit level in the event of misuse. If it is considered that the flexi time scheme in a specific area is hindering operational effectiveness it may also be withdrawn following consultation with staff and trade union representatives. Staff will be encouraged to participate in ensuring adequate cover arrangements, including self rostering schemes where appropriate.
- 2.8 Further guidance on the operation of flexi schemes will be issued locally, following consultation with the appropriate Trade Union representative.