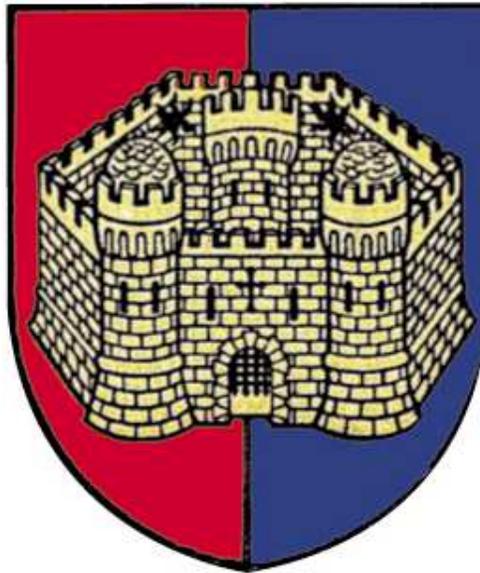


Devizes Town Council

Flexible Working Policy



1. Objectives

There are a number of purposes for having a flexible working hour's scheme. It is important that both the Council and the employees feel that there are benefits in having a flexible working hour's scheme.

2. Flexible Working Hours Arrangements

Providing more flexible working hour arrangements for staff must always be in the context of either improving or maintaining current service provision. Working flexible hours will always be subject to the exigencies of the service. Minimum cover that is required at various times of the month to match work requirements must be established for each section.

3. The Principle

Flexible working will allow a contracted employee work hours more relevant to their personal circumstances, within the parameters set out in this policy. Staff will be allowed to increase their hours on any given day to accrue flexible leave. Flexible leave be taken at a time agreed with their line manager.

4. Parameters

- a. Credited working hours are those hours worked in addition to those contracted hours
- b. For non-venues staff, a working day is determined as 8am to 6pm, Monday to Friday and contracted hours must be undertaken within these hours. Core hours are between 10am -12pm and 2pm – 4pm, when managers will be able to refuse casual leave requests.
- c. For non-venues staff, additional time worked for meetings, attending council events or representing the council, are credited as flexible hours.
- d. For venues staff all time worked in addition to their contracted hours are treated as credited flexible hours, unless overtime is agreed in advance by the line manager.
- e. All staff must record times in and out and manage leave time and lieu time in a sensible manner, keeping their line manager fully informed.
- f. Flexi time periods run for four weeks and new time sheets will be issued for each of these periods. Time sheets need to be completed daily.
- g. Line managers have a duty to regularly review flexible hours time sheets for their staff and sign to their authorisation at the end of each period. The Chairman of the personnel committee will fulfil this duty for

the Town Clerk. The Personnel Panel at their request may ask to view flexible hours time sheets.

- h. Staff working over 6 hours must take a minimum 30-minute lunch break. The maximum lunch break that can be taken is 2 hours and must be completed between 12 Noon and 2 pm. Arrangements for part time staff will depend on their normal working hours.
- i. The maximum deficit that can be carried forward is 7 hours 30 minutes, and this must be cleared in the event of a member of staff leaving the Council's employment.
- j. Staff may carry 37 hours forward at the end of each flexi period, however, with the agreement of line managers this can be increased to an upper limit of 60 hours.
- k. No employee has the right to take flexible leave on any particular day, and all flexible time leave must be approved by the line manager before booking and must not put undue pressure on colleagues.
- l. Authorised absences, due to sickness, annual leave, public holidays, day release or course attendance, should be taken as standard contracted hours.
- m. Unless by prior approval by their line manager, routine visits to their Doctor, Dentist or Optician, should be during the member of staff's own time.
- n. Where an employee has to attend a meeting away from Devizes, with a journey time in excess of 1 hour (which is considered to be reasonable) flexible time can be accrued when the working day extends outside the core hours.
- o. Each employee is responsible for recording their start and finish times (including lunch breaks) on a daily basis and for calculating total hours worked.
- p. The use of the internet/email for personal reasons is permitted at Devizes Town Council, but must be in the employee's own time.

4. Compressed Hours

Some employees may wish to compress their hours to all for a shorter working week. The flexible working policy allows for this but under the discretion of the Town Clerk. Compressed hours will be agreed under the following principles.

- a. All staff must record times in and out and manage leave time and lieu time in a sensible manner, keeping their Line Manager fully informed.

- b. Staff working over 6 hours must take a minimum 30-minute lunch break. The maximum lunch break that can be taken is 2 hours and must be completed between 12 Noon and 2 pm. Arrangements for part time staff will depend on their normal working hours.
- c. Compressed hours is a separate arrangement with an employee outside of their agreed contract, therefore, no employee has the right to take the same day each week.
- d. Authorised absences, due to sickness, annual leave, public holidays, day release or course attendance, should be taken as standard contracted hours.
- e. Unless by prior approval by their Line Manager, visits to their Doctor, Dentist or Optician, should be during the member of staff's own time.
- f. Where an employee has to attend a meeting away from Devizes, with a journey time is in excess of 1 hour (which is considered to be reasonable) flexible time can be accrued when the working day extends outside the core hours.
- g. Each employee is responsible for recording their start and finish times (including lunch breaks) on a daily basis and for calculating total hours worked.
- h. The use of the internet/email for personal reasons is permitted at Devizes Town Council, but must be in the employee's own time.
- i. Compressed hours must be agreed by the Town Clerk prior to commencement

5. Failure to comply with the rules of the scheme

Any member of staff within the scope of this scheme who fails to comply with its requirements will be excluded from the scheme and have to work normal hours. Abuse of the scheme will be treated as a disciplinary offence.

6. Agreed Minimum Staffing levels

Flexible working arrangements must not impact on the provision of services provided by the Town Council. To ensure this, minimum-staffing guidance has been set and senior managers must consider these when agreeing to either flexible hours or compressed hours.

Clerk and Deputy Clerk.

Wherever possible either the Clerk or Deputy Clerk should cover the hours 9am to 5.00pm, although it is recognised that there are times when both of their absence is unavoidable due to meetings, sickness or leave.

Office Cover

9am to 12 noon Three members of staff required

12 noon to 2pm, Lunch Two members of staff

2pm to 4pm Three members of staff required

4pm to 5pm Two members of staff

Wherever possible one senior officer should cover the hours 9am to 5.00pm although it is recognised that there are times when their absence is unavoidable due to meetings, sickness or leave.

Parks Department

During Core Hours At least one permanent member of staff

Venues Department

During all functions One member of staff