

WILTSHIRE POLICE
WILTSHIRE AND SWINDON OPCC
Flexitime Scheme



Proud to serve and protect our communities

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1. Introduction

This guidance is for all staff and managers who are authorised to work using the flexitime scheme. The flexitime scheme is designed to provide greater flexibility to staff and managers whilst also ensuring business needs and operational service delivery are met. The aim of flexitime is to support wellbeing by giving agility regarding when work happens e.g. if a longer day is worked this should be balanced with a shorter working day to even out working hours during a working week. It is not about accruing excess hours to be able to take more time off work or boost annual leave entitlements. This scheme does not replace the Flexible Working Arrangements where a formal application is made to amend a working pattern or hours of work. In many circumstances however, the two concepts can be used side by side.

2. Principles of the Scheme

The Flexitime scheme is designed to allow the contractual hours of work provided by the employee to normally be worked at times more appropriately suited to both the employee and management. It aims to: -

- avoid management spending supervisory time on issues of lateness, unavoidable delays or requests to work longer hours than normal
- to provide staff with a means of arranging their time to better meet both work and domestic commitments
- provide more flexible access to support services for operational teams outside of traditional office hours

Whilst offering flexibility in fulfilling the contracted hours per week, the scheme does not invalidate management's requirements to ensure that a satisfactory level of service is maintained and should the need arise, the right to arrange for staff to work specific hours.

Staff who normally work flexitime can be required to work outside their normal hours and days to meet an exceptional organisational demand. They will be expected to meet such a requirement unless there are

significant reasons why they are unable to do so. Such requirements of staff will not be made unreasonably and will be endorsed as necessary and appropriate by a Departmental Head.

3. Scope of the scheme

Wiltshire Police and OPCC operates a flexitime scheme for its staff. All posts are included in the scheme, with the following exceptions:

- Staff in receipt of an unsocial hours payment
- Staff who work a specific pattern which does not attract an unsocial hours payment but demands that they attend at specific times
- Any post formally excluded at the request of the Department Head

Any member of staff whose post is included in the scheme will have this specified within their Statement of Particulars. Inclusion in the scheme does not prevent any member of staff being required to work outside the flexitime scheme to meet an exceptional organisational demand.

4. Exclusions from the Scheme

Management reserve the right to exclude an individual from the scheme, either temporarily or permanently, where they have reason to believe that the individual is abusing the scheme or failing to act within the spirit of the scheme. This includes failing or refusing to meet a reasonable and approved requirement to work outside flexitime when required to meet an exceptional organisational demand.

5. Parameters of the Scheme

The scheme allows flexibility in the times that the member of staff attends work, with flexible bands at the start and end of the working day. Specified core hours may be required for certain roles at the discretion of the Department Head. The traditional working week of Monday-Friday is likely to be when staff are required to be available. Whilst flexibility is provided within the parameters of this scheme it should be noted that any regular change to a working pattern should be applied for via a Flexible Working request.

- The earliest and latest permissible working hours define the **MAXIMUM BANDWIDTH**
- Bandwidth hours are: **0700 hours to 2200 hours, Monday to Sunday**
- Where there is a business need Department Heads can set core hours i.e. hours during which an employee must be working e.g. set briefing times, attendance at meetings, maintain service standards, cover peak periods

Weekly average hours

Every employee is still required to work, on average, their contracted weekly hours (most commonly 37 hours for full time staff). The scheme is designed to cater for weeks when hours over and above these hours will need to be worked, due to high demand. It also recognises that there may be periods of lower demand, where less hours will be required from the employee. These periods of lower and higher demand will normally balance out over an extended period, such that the average target hours per week will be achieved.

Settlement Period

(For ease of reference, the following section refers only to a full time (37 hours per week) member of staff, as this is the most commonly occurring pattern. For part time staff, People Services should be approached to establish their particular figures.)

1. The scheme works on a settlement period of 4 weeks. A standard month is defined as 148 hours (37 X 4).
2. Whilst each period should be self-balancing, there is the facility to carry over into the next period a 'debit' or 'credit' of a maximum of 11 hours (i.e.: a day and a half).
3. This means that by the end of the settlement period, the number of hours worked should be between 137 and 159 (148 - 11 or 148 + 11).
4. The management of credit hours within the flexible bands is the responsibility of the employee, subject to the needs of the workplace and is normally therefore done in consultation with the supervisor.
5. In this respect:

a half day = 3 hours, 42 minutes

a full day = 7 hours, 24 minutes

Absence

1. Absence from the workplace due to annual or other leave, training courses or approved duty, will be credited as a standard day (7, hours, 24 minutes).
2. If an employee leaves the workplace due to sickness during the day, the day will be credited as a standard day (7 hours, 24 minutes). However, the absence should be recorded by the manager, so persistent problems may be identified.

Recording

1. A manual method of recording is used. A time record sheet (form 426) should be completed by each employee within the scheme, recording hours worked each day, absences etc. and calculating the credit/debit position if appropriate.
2. The responsibility of a supervisor is to check that the trust element of the scheme is not being abused and that individuals are being honest in the times they record. At the end of the 4 week period, the section/departmental supervisor must sign the document to verify its accuracy and to acknowledge approval. If the supervisor disagrees with the contents of the sheet, this should be discussed with the member of staff and the time sheet adjusted accordingly if appropriate.

3. These recording sheets are NOT used in the calculation of pay.
4. The supervisor of each section should retain these record sheets for each staff member for a period of 12 months.

6. Termination of Employment

In order to avoid unnecessary administration, any member of staff working out a period of notice before leaving the organisation should not allow their hours to go into debit or credit.

7. Discipline and Grievance

This scheme is designed to allow additional flexibility to both the organisation and the employees, to their mutual benefit. Failure to act within the rules and spirit of the scheme may become grounds for disciplinary or grievance actions.

8. Additional Guidance

The overriding consideration in providing greater flexibility is that individual team requirements are met and tasks are achieved.

Core hours should only be set where operationally necessary.

Management and individual responsibility is key in effective implementation of the scheme to ensure:-

- [The Working Time Regulations 1998 \(legislation.gov.uk\)](https://www.legislation.gov.uk) are adhered to. Key points –
 - A limit of average 48 hours a week over a 17-week period which a worker can be required to work
 - 11 hours rest a day
 - 1 day off a week
 - In-work rest break if the working day is longer than 6 hours
- Staff wellbeing is maintained
- Performance is monitored
- A culture of trust and empowerment is embedded
- Application of the scheme is fair across the organisation
- Awareness and agreement of individual working hours

Utilising the flexi-time scheme is an employee choice, therefore, unless required by line management, any hours worked outside of standard hours (07:00-18:30) or at weekends will not attract additional payment.