



**Working Together**

# **Flexible Working Hours/TOIL Arrangements**

**January 2020**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	Reviewed – no changes	D Kerr	27.11.13
1.2	Reviewed – no changes	D Kerr	9.10.15
1.3	Reviewed – only date changes and reference to SMT changed to SLT	D Kerr	January 2020

## Flexible Working Hours Scheme

### 1.0 Introduction

- 1.1 This document sets out the main provisions for the operation of a Flexible Working Hours scheme for Borders College. This does not remove/replace the current Overtime/TOIL arrangements already in place.
- 1.2 The main purpose of Flexible Working Hours (FWH) is to provide a more flexible system of attendance for staff, on a discretionary basis, with the guiding and overriding principle that this flexibility should be achieved without adverse effect on overall efficiency or on services. It is therefore essential that FWH arrangements must at all times operate in accordance with and subject to service requirements.

#### Participation in FWH

- 1.3 All support staff are included in the scheme whether they are full-time or part-time. However, it may not be practical to operate these arrangements in certain job roles by the nature of their working patterns or where there are limited staff resources, e.g. Facilities Assistants, Receptionist etc. It is the responsibility of the SLT to identify which job roles this scheme would not apply to and to notify the post holder accordingly.

#### Responsibilities

- 1.4 Line Managers are responsible for operating the Scheme within their departments. Any issues which arise which may compromise the continuity of service must be referred to the SLT for consideration.
- 1.5 Employees who participate in the scheme are responsible for accurately recording their working time within the scheme's regulations. Line managers are responsible for managing the scheme's operation within their section, including undertaking appropriate checks of the FWH records of their subordinates.

- 1.6 At all times work locations must be staffed to the appropriate levels as determined by line managers.

### **Abuse of the scheme**

- 1.7 Abuse of the scheme is a serious disciplinary matter and will result in the line manager or nominated officer taking appropriate disciplinary action. Line Managers have the authority to remove the facility of FWH from individual employees where difficulties are experienced.

### **Complaints/appeals**

- 1.8 Complaints by employees regarding the operation of the Scheme should be dealt with under the normal grievance procedures.

## 2.0 Operation of Flexible Working Hours

This section sets out the main provisions, rules and guidance on the FWH Scheme.

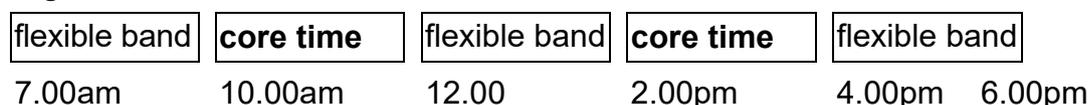
### Time Recording

- 2.1 Employees participating in FWH are required to record their hours worked, credited or debited on the Flexible Timesheet form (see Annexe). Entries should be made on a daily basis, recorded to the nearest minute, and totalled weekly and 4 weekly.

### Hours of Work

- 2.2 The normal working day will consist of a **band width** of 7am to 6pm **subject to the opening times of each College building**. This period is split into **core times** (which must be covered) and **flexible bands** (where the employee may vary their attendance as permitted by their line manager – max 2 hours). The normal core times and flexible bands are shown in Figure 1.

Figure 1: **Core times and flexible bands**



Should staff require to be absent during the core times this must be discussed and agreed in advance with the line manager.

- 2.3 Recorded start times in the morning must not be before 7.00am and finishing times must not be after 6.00pm. **A daily lunch break of at least 30 minutes must be taken.**
- 2.4 The scheme will operate on the basis of a four week accounting period with appropriate contractual hours (e.g. 140 hours for full-time College employees).
- 2.5 Normal hours of work will remain unchanged. For example office hours for full time employees not working flexible hours will be Monday to Thursday 8.45 to 5.00pm and Friday 8.45am to 4.00pm.

### **Time Carry Forward - Excesses and Deficits**

- 2.6 Employees may accumulate up to a maximum of 7 hours **excess time**, which may be carried-forward to the next accounting period. No more than 7 hours may be carried forward between any accounting periods and therefore any additional time above 7 hours **will be lost**, other than in exceptional circumstances, such as ill health, where additional carry-forward may be authorised by the line manager. Carry forward for part-time employees is on a pro-rata basis. A set pattern of changed working times will not be allowed as this would constitute a change in the individual's standard working pattern. Requests of this nature may be made through the flexible working requests within the Family Leave Policy, if appropriate.
- 2.7 A maximum of 3 hours' time deficit may be carried-forward to the next accounting period. Only in exceptional circumstances and at management discretion may a larger carry-forward be permitted. Where an employee is having difficulty in managing their deficit time their continuing participation within the scheme should be reviewed by the SMT without delay.
- 2.8 A maximum of one full day or two half days per accounting period may be taken as flexi-leave. Flexi-leave should be applied for in the same way as annual leave and is at the discretion of the manager.

### **Terminations**

- 2.9 Where notice has been given that an employee is to leave the College's employment, any time excesses or deficits should be cleared.

### **Absences from work - Credit and Debit Entries**

- 2.10 **Absence from work will continue to be dealt with as per current terms and conditions.**

It is expected that staff will take advantage of the flexitime scheme to keep routine dental, doctor and other pre-arranged appointments outwith core times. Such absences will not be credited.

Emergency doctors/dentist appointments will normally be credited.

An entry should be made in the comments box on the flexible working hours timesheet explaining the absence.

### **Overtime/Time-off-in-lieu**

#### 2.11 Overtime/Toil arrangements:

Level 1 Support Staff (staff paid up to and including point 11 on the support staff scale) are able to claim overtime for additional hours worked over and above their contracted hours if requested to do so by their line manager. Overtime will not be paid before 6pm, Monday to Friday, except in exceptional circumstances.

Level 2 Support Staff (staff paid on point 12 or above of the support staff scale) are able to claim TOIL for hours worked over and above their contracted hours if requested to do so by their line manager.

### **Checks and certification**

2.12 Line managers are required to ensure that employees keep their Flexible Timesheet forms up to date and that they are accurate. This can be achieved by undertaking both a random check during each accounting period and an end of period check.

### **Random checks within each accounting period**

2.13 These checks should be undertaken on a random basis at any point during the four week period. During the check the line manager should:

- verify that the Flexible Timesheet form is completed up to date
- undertake a sample arithmetic check of totals (e.g. examine one or two days)
- confirm that credits or debits are valid and entered correctly.

The Flexible Timesheet form should be initialled against the appropriate date to confirm the check has been undertaken.

### **End of Accounting Period certification**

2.14 At the end of the accounting period the employee and line manager should sign the Flexible Timesheet form to confirm that it is complete and correct.

### **Retention of completed FT1s**

2.15 Once they have been checked completed Flexible Timesheet forms should be retained by the employee for one month and then should be destroyed.

### **3.0 Review of the Scheme**

- 3.1 The College or JNC representatives may request a review of the scheme's provisions at any time.
- 3.2 The SLT may authorise changes to the provisions and operation of the scheme, after appropriate consultation.

# Flexible Working Hours/TOIL Arrangements

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## TIMES MUST BE ENTERED ON A DAILY BASIS FLEXIBLE WORKING HOURS TIMESHEET

Four week period from \_\_\_\_\_ to \_\_\_\_\_

Name \_\_\_\_\_ Dept \_\_\_\_\_

Day	Date	+/- Brought Forward				Total Hrs - Mins	Daily +/-	Cum +/-	Comments	STD Hrs
		Morning Start	Morning Finish	Afternoon Start	Afternoon Finish					
Mon										
Tues										
Wed										
Thurs										
Fri										
Total										
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Total										
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Fri										
Total										
+/- Carried Forward										

I agree that the hours worked above are a true record of my working hours in line with the Guidance Notes.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Line Managers Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Equality Impact Assessment

(Rapid impact assessment tool)

**What Impacts may there be from this proposal on any group's ability to use the College services?**

### Policy: Flexible Working Hours (Flexitime)

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
Flexible Working provides a framework for staff to enable them to take time off for caring duties and to maintain their own health e.g. attending appointments.	Some staff due to their job role are unable to be included in this scheme.
<b>Actions taken to alleviate any negative Impacts:</b> Flexibility to be maintained by line managers to meet caring/health needs	
<b>Recommendations:</b> Updated policy to be adopted	

**From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?**

No

**Has a full Equality Impact Assessment been recommended?**

Yes

No

**Reason for recommendation:**

No negative impacts

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Status: Approved by JCCP  
Policy Dated: January 2020  
Author: Head of HR and Development  
Review Date: January 2022  
Equality Impact Assessed: November 2015