



Heddlu•Police

DYFED-POWYS

Diogelu ein Cymuned - Safeguarding our Community

Flexitime Scheme

Version: 1:6

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1 Introduction

- 1.1 Flexitime is a Dyfed Powys Police staff benefit to enable the organisation to deliver optimum service and performance whilst considering the personal life demands of staff members.
- 1.2 All Staff must record their working hours.
- 1.3 The flexibility of working hours must be pre agreed by line management and is to be operated by all Police Staff members apart from those working shifts / nights and receiving an allowance.
- 1.4 All members of staff are advised that the scheme will be monitored and reviewed and any changes would be subject to consultation and agreement.
- 1.5 The success of flexitime is inextricably linked to monitoring and improving service efficiency and effectiveness.

2 Flexitime

- 2.1 Flexitime enables staff to request of their manager to alter the time they start and finish work and to vary the length of their lunch break. The number of hours they are contracted to work during the year remains unchanged, as does the responsibility of staff to deliver the requirements of their role.
- 2.2 Some sections need to be staffed for longer periods at any one time than others because of their links with the public, or because of the nature of their work. For this reason, it will not always be possible for line management to authorise an individual's flexitime request.
- 2.3 Pre-planning is critical and the requirements for optimum performance and service delivery take priority. Any flexitime request agreed in principle can be subject to change to ensure the requirements of the organisation are met.
- 2.4 Line managers will inform their staff what the office coverage requirements are in terms of adequate staffing levels with regards to the office opening hours.
- 2.5 All work undertaken will be monitored by line management to ensure optimum performance and service delivery is being achieved.
- 2.6 Any abuse of Flexitime will result in disciplinary action and could result in dismissal.
- 2.7 All Police Staff are withdrawn from the scheme whilst on recuperative duties as their supportive action plan will override flexitime. Flexitime will be credited as per contracted hours.

3 Definitions

Flexitime has a number of terms which may be unfamiliar to staff. So that there is no confusion over their precise meaning, the most common of them are listed below together with the meaning assigned to them.

3.1 Flexitime Settlement Period

A flexitime settlement period is 4 weeks.

Flexitime is calculated cumulatively every 4 weeks. Working time must be managed by all for optimum performance within these 4 weeks in line with business needs and working time regulations.

Maximum carry forward per settlement period is credit of 14 hours 48 minutes or debit of 7 hours 24 minutes. For part time and job share staff, these hours and days will apply on a pro-rata basis.

Full time 37 hours breakdown (Pro Rata for Part time)		Please contact the HR Helpdesk for any help required in calculating pro rata entitlements for part time staff.
Standard Month 20 days	-148 hours	
Standard Week 5 days	-37 hours	
Standard Day	-7 hours 24 minutes	
Standard Half Day	-3 hours 42 minutes	

3.2 **Bandwidth**

The bandwidth is 7:00 am – 8:00 pm, Monday to Friday.

The bandwidth is the hours between which you can request from your line manager to work. No general limit is placed on the number of hours to be worked in a week, within the bandwidth, providing there is no breach of the Working Time Regulations.

3.3 **Normal Office Hours**

The times during which offices will be open to the public or other members of staff. Heads of Department should establish and publish their normal office opening hours and confirm the minimum staff coverage required during these times. Normal office hours are inclusive of a lunch period, cover must be provided.

A standard week for the operation of this scheme is any 5 days out of 7, subject to management's approval, although this must not adversely impact on efficiency.

3.4 **Outside Credit /Debit Hours Specified**

Any additional hours in credit will be lost.

Any debit over 7 hours 24 minutes should be addressed by line management with the staff member to ensure the maximum debit is not exceeded at the end of the settlement period. Time must be worked back or may be reduced by using annual leave days. For part-time and job share staff, these hours will apply on a pro-rata basis.

3.5 **Flexitime Leave**

Staff can request to take a maximum of two full day's flexitime leave per settlement period. Credit absence for flexitime leave will be in accordance with your contracted hours for the day in question.

Flexitime leave has to have prior authorisation from line management and not be detrimental to the needs of your role or service provision.

It will not always be possible for line management to authorise an individual's flexitime request. Any authorisation can be withdrawn should there be a change in circumstance.

4 **Absence Allowance**

- 4.1 Any absence needs to be considered in line with office opening hours and minimum staff coverage required during these times.

All absence should be authorised in advance by management.

4.2 **Leave**

Credit absence for leave will be in accordance with your contracted hours for the day in question. This would usually be 7 hours 24 minutes for a whole day for most full time staff.

4.3 **Course / College Attendance**

Staff attending day release courses / college which have been agreed by the Force for career development purposes, will be credited with the working hours lost up to your contracted hours for the day in question. This would usually be up to 7 hours 24 minutes for a whole day and 3 hours 42 minutes for a half day for most full time staff.

4.4 **Sickness**

Sickness absence will be credited up to your contracted hours for the day in question.

4.5 **Appointments**

For ante-natal appointments then flexitime hours will be credited.

Routine medical, dental or hospital appointments that are not classified under the Disability Discrimination Act are not credited in flexitime.

5 **Break Times**

- 5.1 Staff are required to take a minimum block of 30 minutes unpaid break if working more than 6 hours. The break period can not be taken at the beginning or end of the working hours, as per section 12, point 6 of Police Staff Pay and Conditions of Service and Working Time Regulation.
- Any break from work does not count as work time and needs to be recorded.

6 **Audit**

- 6.1 Line Managers will audit the flexitime records of their staff regularly and discuss any issues with staff as they arise.
- 6.2 In line with audit and review procedures all flexitime records will be monitored and checked for validity by line management.

7 **Additional Hours**

- 7.1 Any additional voluntary hours worked are regarded as plain time.
- 7.2 Exceptional circumstances may dictate that work is required by management to be performed outside the bandwidth (7am to 8pm). Additional hours worked outside the bandwidth should be recorded. In such cases time will be credited to your balance or payment made at the appropriate rate in accordance with Police Staff Pay and Conditions of Service. **This is not toil it is either added to flexitime-balance or overtime payment.**

8 **Termination of Employment**

- 8.1 Staff leaving the employment of the Force will be required to ensure that they have completed the appropriate number of hours up to the time of their termination of employment and supervisors will help ensure that staff have a nil balance at the time of leaving; otherwise a deduction from pay will be made.

DIVERSITY SCREENING ASSESSMENT (including Consultation)

Consultation

This policy was sent to all Divisional Commanders / Heads of Department, Legal Services, Staff Associations and UNISON for comment on 28th July and comments incorporated mainly clarification.

For completion by Policy and Procedure Owners

Please see separate 'Screening Assessment Guidance' for notes to help you complete this Screening Assessment.

Policy / Procedure Title – Flexible Working Scheme

FPP Number -

Brief Description / Aims: To extend the use of flexible working for police staff.

Policy / Procedure owner signature

M.A. WALLER.

Date Completed

19/10/09

1.0 Screening assessment

When completing this assessment, please ensure you take account of the 7 strands of Diversity: Race, Gender, Disability, Religion or Belief, Sexual Orientation, Age, and the Welsh Language.

2.0 Equality Schemes

Please answer the following questions that relate to the Police Service's obligations under the Sex Discrimination Act 1975, Race Relations Act 1976, Amended 2000, Disability Discrimination Act (DDA) 1995, DDA 2005, Employment Equality (sexual orientation) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Age) Regulations 2006, and the Welsh Language Act 1993.

Does the policy, procedure OR activity involve or impact upon:

Eliminating discrimination? **~~Yes~~ / No**

Promoting equality of opportunity? **~~Yes~~ / No**

Promoting good relations between diverse groups? **~~Yes~~ / No**

Is there any reason to believe that some diverse groups (relating to all the strands of diversity) could be differently affected by this policy? **~~Yes~~ / No**

If your answer is 'Yes', please specify _____

Please forward the completed Screening Assessment to the Force Diversity Officer and Welsh Language Advisor, who will review your assessment for Quality Assurance purposes.

3.0 Diversity questions (the 7 strands of Diversity are: Race, Gender, Disability, Religion or Belief, Sexual Orientation, Age, and the Welsh Language).

NATURE OF ACTIVITY

POTENTIAL IMPACT (Yes / No)

3.1 Does this activity impact directly on the public?

No

- | | | |
|------|--|---|
| 3.2 | Does this activity impact directly or indirectly on police officers / staff?
<small>For example, extending shifts</small> | Yes |
| 3.3 | Does this activity involve the use of police powers or fulfilment of legal obligations? | No |
| 3.4 | Can discretion be exercised during the use of this police power or legal requirement?
<small>Is there the opportunity to treat people differently based on personal bias?</small> | No |
| 3.5 | Is this activity likely to affect equality of opportunity for staff?
<small>(For example, access to enhanced rates of pay, career development.)</small> | No |
| 3.6 | Is this activity likely to present an opportunity for improving relations between diverse groups? | No |
| 3.7 | Please list the diversity monitoring undertaken with regard to this activity. Is there a requirement to develop this monitoring?
<small>(If no monitoring currently takes place, it is likely that this will be a 'yes', please seek advice from the Force Diversity Officer)</small> | No |
| 3.8 | Review the current data.
Is there any apparent disproportionality between groups?
<small>(the Force Diversity Officer will ask for details of the data that has been examined)</small> | No |
| 3.9 | Is there public / political concern in relation to any of the strands of diversity or any community issue attached to this activity?
<small>(Consider the national picture as well as local issues, taking account of environmental scanning and recent media concerns.)</small> | No |
| 3.10 | Do people that belong to the different strands of diversity have any different needs, experiences, issues and / or priorities in relation to this policy
<small>(If you are unsure about this, please contact the Force Diversity Officer)</small> | Yes men or women with caring responsibilities may benefit |

Nature of potential impact on public or staff: Low, Medium or High?

Total Score of Yes 1 to 3 = low impact;

Yes 4 or 5 = medium impact;

Yes 6 to 10 = high impact.

Please highlight any of the above sections that you feel are of high significance (use an asterisk) and may result in the policy being rated as policy of medium or high relevance, even if the score does not achieve that rating. This applies particularly to 3.9 and 3.10.

Please be aware that the Force Diversity Officer will Quality Assure these Assessments, and may alter the score as deemed appropriate.

If you have a medium or high-rated policy, you will need to complete the Full Impact Assessment. The Full Impact Assessment template and accompanying Guidance can be found on the Intranet site, on the Human Resources and Diversity pages.

Number of 'YES' answers: 1

Assessment for relevance: law

NOTE: Policies or procedure with activities that register low potential impact, fall outside of those deemed "relevant" in terms of equality duties and need not be fully assessed.