



## Working Hours Policy

The Office for the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

### Introduction

1. The flexible working hour's scheme applies to all staff other than those who are Management Grade 1 or above. Participation in the scheme is at the discretion of the Chief Executive. The scheme may be withdrawn by the Chief Executive following provision of three months notice.

#### *Flexible Hours and Core Time*

- Flexible hours 0800 – 1000
  - Core time 1000 – 1200
  - Flexible hours 1200 – 1400
  - Core time 1400 – 1600
  - Flexible hours 1600 – 1830
2. Employees who arrive before 0800 hours or leave after 1830 hours will not be able to credit such times. Employees must work during core times and take a minimum of 30 minutes for lunch. The scheme allows employees to take up to 2 hours for lunch between 1200 and 1400 hours, subject to the needs of the OPCC.
  3. Staff may use the flexible working policy only when arrangements are in place to ensure that the OPCC office is properly resourced at all times with adequate staff available to ensure continuity of business during the hours of 9am to 5pm Monday to Friday.
  4. Where a member of staff has attended a meeting the previous evening or weekend their core time the following morning shall start at 11am. When attending an evening meeting the actual time of leaving the venue shall be recorded as the end of the working day. However, the difference by which the journey time home exceeds the normal journey from Lloyd House may be added.

### **Standard Day**

5. The standard working hours for one day are 7 hours 18 minutes for a full day and 3 hours 39 minutes for a half-day. This will vary for part time and job share workers.

### **Standard Week**

6. The normal working hours is based on 37 hours however until staff are notified otherwise they are required to work 36.5 hours per week.
7. For the purposes of crediting annual leave, sickness and other authorised absences it is the total hours that would normally be worked by the employee under their terms and contract.

### **Accounting Period - 4 Weeks**

8. The maximum number of hours that may be carried forward from one accounting period to the next are:

*Credit 10 hours Debit 5 hours*

9. All debits must be cleared within the next accounting period. Where debit balances are carried for more than three accounting periods the employee will be excluded from the scheme for a period of six months.
10. Credit balances may be cleared by taking a day's flex leave (or two half days). This must be agreed in advance with the line manager. No more than two days flex leave are to be taken in any accounting period.
11. Credit balances in excess of 10 hours will be lost at the end of each accounting period. In exceptional circumstances excess credit balances may be retained but only with the prior consent of the line manager.
12. There is no facility to credit hours worked during weekends/evenings without prior consent from the line manager. Any hours worked outside the flexitime parameters should be credited as time off in lieu and not as flexitime credit.

### **Absences**

13. An authorised absence must be recorded as 7 hours 18 minutes for a full day and 3 hours 39 minutes for a half-day.
14. If an employee goes home due to sickness after completing only a portion of the day they will be credited with 7 hours 18 minutes for that day, regardless of time of arrival or the time they reported sick. **However** - it is important to note that all sickness absence must be correctly recorded as such on the GRS system (refer to the Attendance Policy for more information).
15. Where the employee's normal hours of work are disrupted, i.e. public transport strikes, severe inclement weather, then time lost will be treated in one of the three ways – annual leave, unpaid leave, time owing (debited against flex-hours).

16. The employee should arrange personal appointments with doctors, dentist etc, during periods of flexible leave. If this is not possible the employee should arrange an early morning/late afternoon appointment and seek permission from their line manager to attend during core time.
17. If an appointment extends into core time, the employee will not be credited with those hours. For example, if a dental appointment means that the employee arrives at work at 10.30am, or they have to leave at 3.30pm, they may only credit the hours worked rather than the core times.
18. Necessary paid time off shall be granted for the purpose of cancer screening.

### **Inclement weather provisions/transport difficulties**

19. Staff may on occasions have difficulties in attending their places of work because of inclement weather or because of other transport difficulties (eg bus, railway strikes, work to rules etc).

### **Reasonable Effort**

20. In the event of inclement weather or transport difficulties the OPCC expects all employees to make reasonable efforts to attend work.
21. Where an employee indicates that they may not be able to attend work the line manager should be satisfied that there is a genuine difficulty. In deciding whether this is the case a number of factors will need to be considered including an employee's home location and the availability of alternative transport.

### **Employee's home location**

22. An employee's home location will have a bearing on whether it is practicable for an employee to attend or to remain at work. For example, it may be very difficult for an employee who lives a long way from the workplace, perhaps in a rural area, to come into work. On the other hand an employee who lives close to their workplace may experience no problems.
23. Other factors may have to be taken into account including local roads, rail conditions etc and the effect that these will have on an employee's ability to travel.
24. Employees should not be put in a position where they are putting their safety at risk by travelling to and from their workplace. This may apply in cases of extreme weather conditions, for example heavy snow, flooding etc. where travel conditions may be particularly hazardous.

### **Availability of Alternative Transport**

25. Where their normal method of travel is not available, alternative transport should be considered by the employee. For example, it may be possible for colleagues or friends to provide lifts to and from work for each other or for a bus to be used instead of the train and vice versa.
26. Where a member of staff is unable to attend work they must take a day's annual leave/time owing/flexi-leave.

### **Procedure**

27. In the event of employee's having difficulty in reaching their place of work the following procedure should be adopted.
28. Employee to telephone their line manager as soon as possible to inform them of the problem.
29. Depending on the nature of this, consideration should be given to whether the employee can travel into work later in the day, when conditions may have improved.
30. Attendance Records (manual recording systems).
31. Employees will also have their own spreadsheet and attendance record to keep a record of the hours worked.
32. At the end of the accounting period the spreadsheet and attendance record should be sent to Business Services.
33. The timesheets must be kept by the employee for at least one-year, plus the current year and will be subject to random management audit.
34. All absences from work, including flexi-leave, should be recorded on the employees spreadsheet and attendance record.

#### **Abuse of the Scheme**

35. Employees will be excluded from the scheme if they sign in and out for other staff, or ask someone to do this for them, for inaccurate recording of time worked and late submission of records. Depending on the circumstances, disciplinary action may be taken.

#### **Transfer/Resignation**

36. Should an employee resign all accumulations of debits/credits must be cleared before the employee's final day of employment.

#### **Variation to the Scheme**

37. For business reasons line managers can request a variation to the scheme. Such requests will be forwarded to and agreed by the Chief Executive prior to implementation.