



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## FLEXIBLE WORKING POLICY

### Introduction

This policy aims to encourage staff to consider flexible working arrangements. The Parish Council recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore, the Parish Council wants to support its employees achieve a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests. The Parish Council is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the Parish Council and the employee can be met.

### What is flexible working?

Flexible working is any type of working arrangement that gives some degree of flexibility on how long, where and when an employee works.

The following flexible working options are considered to be the typical arrangements that employees will request but the Parish Council recognises that there may be alternatives or a combination of options which are suitable to both the Parish Council and the employee:

- Flexitime
- Home-working
- Overtime

### Types of flexible working

- **Flexitime** allows an employee to choose, within certain limits, when to begin and end work. An employee is required to work during a core time and must work an agreed number of hours during the accounting period of a month. Their hours of attendance will be recorded and added up at the end of each accounting period. An employee can carry over an excess of up to **4** hours or a deficit of up to **4** hours from one accounting period to another. A deficit of hours should be made up in the following accounting period. Excess hours may be used to either reduce attendance outside of core hours or, take additional leave (flexi-leave), subject to a maximum of 2 full days (pro-rata for part time staff) in any accounting period. Additional leave should be requested and

agreed with the Clerk/Responsible Finance Officer (RFO) in the same way as annual leave.

- **Home-working** is when an employee regularly carries out all, or part of, their duties from home rather than the employer's premises. The Parish Council can consider home-working being an occasional agreed day, a mix of home and office based work each week or a full time arrangement, in line with the Working from Home Policy.
- **Overtime** is when hours are worked in addition to their usual hours. Overtime can be agreed where the Parish Council would benefit from an employee working more hours. This is voluntary and an employee can refuse overtime if they wish. Overtime can be paid or time off in lieu can be taken with the approval of the Clerk/RFO. Requests for payment would be made to the Staffing Committee.

## **The needs of the Parish Council**

The Parish Council is committed to providing a range of appropriate working patterns. However, employees and management need to be realistic and to recognise that not all flexible working options will be appropriate for all roles.

Where a flexible working arrangement is proposed the Parish Council will need to take into account a number of criteria including (but not limited to) the following:

- the costs associated with the proposed arrangement
- the effect of the proposed arrangement on other staff
- the need for, and effect on, supervision
- the availability of staff resources
- the workload of the role
- health and safety issues

## **Eligibility**

Any employee with at least 26 weeks of employment service has a statutory right to request flexible working. However the Parish Council has taken the view that employees in all areas, and at any level, are entitled to submit a request for flexible working regardless of their length of service.

## **Submitting a flexible working request**

All employees are entitled to submit a flexible working request.

All requests must be made to the Clerk/RFO, verbal or in writing, and the Clerk/RFO will submit it to the Staffing Committee for approval.

## **Responding to a flexible working request**

The Staffing Committee will consider the proposed flexible working arrangements, looking at the potential benefits, and adverse affects, to the employee and to the Parish Council in implementing the flexible working arrangements.

Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

The employee will be informed in writing of the Staffing Committee's decision as soon as possible after the meeting has been held to discuss the matter.

## **Complaints and further information**

The Parish Council is strongly opposed to any form of victimisation of individuals who work, or request to work under flexible working arrangements.

If an employee feels that they have been treated unfairly or are dissatisfied with any stage of the flexible process, they should raise their concerns informally with the Clerk/RFO.

If informal discussions do not resolve the matter to an employee's satisfaction, they should raise a grievance under the organisation's grievance procedure.

For further information an employee should refer to the documents listed below:

Law relating to this document:

Employment Rights Act 1996  
Equality Act 2010  
Flexible Working Regulations 2014

**Approved by Council 9.1.2020**

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