

## **APPENDIX 1 - FLEXIBLE WORKING ARRANGEMENTS POLICY**

### **INTRODUCTION**

The Council's policy on flexible working allows for many different patterns of working. There can be variations in the

- Start and finish times to the working day
- Number of days in the working week
- Number of weeks worked in the year

The Council wants to provide better integrated and more responsive services to the customers. For any particular service, there may be more demands at certain times of the day or week. Some services may be busier at certain times of the year. Flexible working arrangements can allow an employee to have a better life balance between work and other demands. The arrangements support diversity, assisting in the recruitment and retention of employees, improving staff commitment and reducing absenteeism.

### **SCOPE**

The policy applies to all employees in agreement with Service Managers and may be a temporary or permanent working arrangement. The Council will give serious consideration to any request from an employee to change their working arrangements. However it should be noted that the requirements of some jobs may not lend themselves to some of these contractual arrangements.

### **LEGISLATION**

There is a legal requirement to consider requests to work flexible from parents and carers. The legislation requires the employer to consider such requests seriously and may only refuse where there is a business case for doing so.

A procedure for submitting and considering requests under the legislation, which complies with the legal requirements is attached (NOTE – NOT ATTACHED TO CABINET REPORT, BUT AVAILABLE ON REQUEST).

As a good employer, Cheshire East will give the same consideration to requests from any of its employees.

### **DIFFERENT OPTIONS**

A number of different flexible working arrangement options are available as listed below. Adopting more than one option to meet individual circumstances may be applicable. In all cases, the employee and the manager must have a clear agreement about the precise pattern of working.

#### **Part time**

Part time working is when an employee is contracted to work less than 37 hours per week. This is agreed when first taking up the appointment. The employees salary and annual leave is pro-rata in accordance with the number of hours worked.

### **Annualised hours**

The employee has a contract to work a given number of hours in the year, rather than the traditional number of hours in the week. The employee works when the demand is greatest. The employee and the manager agree the precise working pattern.

### **Term -Time working**

The employee works only in school terms. Depending on the number of hours and weeks worked, there will be a pro-rata reduction in salary.

### **Flexi-time scheme**

The Council has a flexible working hour's scheme, known as flexi time. The employee is able to choose the start and finish times of their working day provided that business needs are met and has the option of taking time off to compensate for working in excess of their normal working hours. (See *separate Flexi-time Policy*)

### **Job Sharing**

Two people may share one full-time post. The individuals agree their precise pattern of working with their manager and each other, both having an obligation to ensure work priorities are met. A job sharer has the same rights as a full-time employee.

### **Reduced working hours**

An employee may ask to reduce their working hours and the employee's salary and leave will reduce by a proportionate amount.

### **Occasional temporary arrangements**

An employee may request either a change in working hours or work patterns for an agreed period of time in order to manage personal circumstances. The employee's salary will reduce by a proportionate amount during this time should less hours be worked with a review of circumstances taking place with the manager on an agreed frequency. Annual leave will be affected should the temporary arrangements of reduced hours continue for any long period of time.

### **Compressed hours**

This allows employees to work their total number of hours in fewer working days. In this situation more often than not a 10 day fortnight is compressed into 9 days, although in more rare cases, 5 days have been compressed into a 4 day week.

### **SUMMARY**

The various options will be reviewed regularly with future developments of new arrangements being added as the Council evolves. Details of the

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implications and practical arrangements for these options will be provided by HR.