

CORPORATE FLEXTIME SCHEME

Guidelines for Managers and Employees

The Corporate Flexitime Scheme is available to Chief Officers and design employees included in Single Status bargaining groups, i.e. excludes Teachers and Craft Workers who have their own respective national terms and conditions of service.

Please refer to [Craft Local Agreement 2006](#) for Flexitime Arrangements.



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1 INTRODUCTION

As part of the Single Status negotiations with recognised Trade Unions during 2005 a revised Flexible Working Hours Scheme was agreed. This new scheme, the “Flexitime Scheme” is effective from 1 August 2007 and forms part of the Council’s [Flexible Working Policy](#).

1.1 Basic Principles

The operation of the Flexible Working Hours Scheme must observe the following basic principles:

- The level of service must not be reduced in any way through the operation of the flexible working hours.
- The needs of the Service must always have priority over an individual employee’s flexibility.
- Continuous cover must be made during public opening hours and the appropriate Manager will determine the suitable staffing levels.

1.2 Scope & Eligibility

The scheme is designed for available to Chief Officers and employees included in the Single Status Agreement, i.e. it excludes Teachers and Craft Workers who have their own respective national terms and conditions of service.

Eligibility and the degree to which employees may participate will be dependent on the nature of the work and operational requirements.

The scheme may be suspended or withdrawn by senior management if an employee does not co-operate to ensure full service provision. Suspension or removal of the scheme is regarded as a last resort; i.e. senior managers would be expected to have previously discussed with the employee their non-compliance on more than one occasion before taking such action.

Equally an employee may opt out of the Flexitime Scheme and work standard hours. In such an event, the employee would still be required to register their start, finish and lunch breaks in the usual manner.

The Council will monitor the effectiveness of the revised scheme and reserves the right to make subsequent amendments based on operational experience.

2 OVERVIEW OF THE SCHEME

2.1 Management of the Scheme

In view of the increased flexibility available in the revised scheme and to ensure operational needs are met at all times, it is important Line Managers ***actively manage*** the application of the scheme in their team(s).

Any deviations from standard working hours must be authorised by line managers in advance. In practice this means that employees should agree any non standard working patterns with their line manager in principle and agree on a specific basis any deviations from their normal working pattern in advance, other than in exceptional circumstances.

In addition, Line Managers should ensure authorised flexi leave does not adversely impact the operational effectiveness of their team(s). They should therefore carefully consider all requests before making a decision to agree or reject requests from employees to deviate from their normal working pattern or to take flexi leave.

Under the Working Time Regulations all employees should take a minimum unpaid rest break of 20 minutes where the working day is for more than 6 hours. Employees under the age of 18 are entitled to a minimum unpaid rest break of 30 minutes where the working day is for more than four and a half hours. Refer to [Working Time Regulations](#) for further information.

Any employee who does not comply with the provisions of the scheme may be subject to exclusion from the scheme and/or disciplinary procedures.

2.2 Administration of the Scheme

Each Head of Service has responsibility for ensuring that the rules and spirit of the Scheme are adhered to at all times. This will include overall supervision, resolution of problems and smooth running of the scheme in his/her Service.

The Employment Services Team (EST) have responsibility for administering the Scheme, i.e. day-to-day administration, communication of the Scheme to staff and notification of accounting periods. Line Managers should closely monitor irregularities with individual employees timekeeping, balance or failure to follow procedures.

2.3 Time Recording Arrangements

All employees are required to record their attendance at work by one of two methods.

- (a) electronic time recording system

(b) manual recording system where the electronic system is not available.

Employees who work away from the office at times may be required to use manual recording in conjunction with an electronic recording system.

Manual records and flexitime adjustments, when authorised by the line manager, should be forwarded to the designated person in the Service for administration purposes.

At the end of each flexi period, if an employee has breached their debit or credit hours limit the manager will be notified via an email from the MyView Team.

Abuse of the flexitime scheme, including failure to comply with time recording arrangements, is regarded as a serious matter and may result in disciplinary action.

Possible abuses include:

- Persistent coretime infringements
- Taking a lunch break when not clocked out
- Clocking in for someone else
- Persistent failure to record time-keeping
- Clocking in and out at lunch without recording the actual lunch break taken
- Unauthorised use of coretime for personal use except in emergencies

2.4 Bandwidth (i.e. Permitted Working Hours)

The revised bandwidth hours are 07.00 to 21.00, Monday to Friday.

2.5 Coretime

The coretime periods are 10.00 to 11.30 and 14.00 to 15.30.

Employees who wish to work outwith standard working hours require general agreement regarding their preferred working pattern from their line manager in advance (refer to 2.1 Management of the Scheme).

2.6 Lunch Period

The flexible lunch period is 11.30 to 14.00. Appropriate operational cover should be maintained during the lunch period.

Employees must take a minimum break of 30 minutes. The maximum lunch break is 2 hours 30 minutes, subject to operational requirements. Any period in excess of one

hour requires agreement from the line manager in advance and is subject to operational requirements.

2.7 Personal Breaks

Previous custom and practice in Services regarding personal breaks has varied across the Council. In order to ensure fairness and equality employees who wish to take personal breaks during their working day may do so during coretime subject to a maximum of 2 ten minute breaks, one in the morning and one in the afternoon. These breaks can be used for any purpose, e.g. tea breaks and smoking breaks. Smoking breaks may only be taken in clearly designated areas.

As an alternative to these authorised personal breaks where operationally acceptable and practical to do so employees may choose to take tea and coffee etc at their desk during the working day.

2.8 Personal Business

Absences in addition to personal breaks ([see 2.7](#)) should only be taken outwith coretime, e.g. additional smoking breaks or personal errands. These will not be credited and are subject to prior approval from the line manager. Only in exceptional circumstances may line managers consider authorising absences of this nature within coretime. Abuse of the flexitime rules for such personal business will be dealt with under the Council's [Achieving and Maintaining Standards Policy](#).

2.9 Accounting Period

The period over which employees must work their contracted hours, allowing for any carry forward, is 4 weeks.

2.10 Contracted Hours

Full time employees are generally contracted to work 36 hours per week, i.e. 144 hours in each accounting period (4 x 36 hours) plus or minus credit or debit hours which may be carried over.

Employees working reduced or increased hours will be required to work four times their weekly contracted hours within each accounting period plus or minus credit or debit hours which may be carried over.

2.11 Credit hours

The maximum number of credit hours that may be carried forward is 18 hours for employees working 36 hours per week. Any credit hours in excess of this, other than

for approved overtime or TOIL (Time off in Lieu), will not count.

Employees working reduced or increased hours will be eligible to carry forward a pro rata amount based on the number of hours they are contracted to work.

2.12 Debit Hours

The maximum number of debit hours that may be carried forward is 11 hours for employees working 36 hours per week.

Employees working reduced or increased hours will be eligible to carry forward a pro rata amount based on the number of hours they are contracted to work.

2.13 Flexi Leave

Up to 14.4 hours (14 hours 24 minutes) for employees contracted to work 36 hours per week may be authorised in any one accounting period subject to a maximum of 144 hours (20 days) flexi leave in each calendar year. Pro-rata entitlement will be based on the employees contracted hours. Flexi leave may only be used where the hours being carried forward into the next accounting period will not exceed the maximum debit limit.

Other than in exceptional circumstances at least one day's notice should be given to the line manager for each day or half day requested, i.e. two consecutive days flexi would normally require at least two days' notice.

Flexi leave may be taken in hours equivalent to a full day or half day, subject to prior approval from the line manager.

Employees who work full time compressed working hours (e.g 9 hours over 4 days) may request a maximum of 14.4 hours per accounting period and a maximum of 144 hours in each calendar year.

2.14 Annual Leave

If an employee who works full time 36 hours per week is absent due to annual leave they will receive a credit of 7 hours 12 minutes for one day and 3 hours and 36 minutes for a half day. This should be applied for using the correct method before the commencement of the annual leave period. Pro rata requests will be based on the employees working pattern.

2.15 Half-Day Holiday/Flexi Day

An employee will be required to work at least 1 hour 30 minutes which covers one core period when taking a half-day holiday or flexi-leave. This is regardless of the employee's hours of work.

2.16 Overtime

The Council discourages employees from working overtime where possible. If an employee is required to work overtime this should be carried out in line with the Council's [Overtime Standby and Callout Policy](#).

Managers should ensure employees receive rest breaks and daily rest periods in accordance with the Working Time Regulations before starting any overtime. For further information refer to [Working Time Regulations](#).

2.17 Termination of Employment

Employees leaving the Council's employment must bring their credit or debit hours to nil by the date of leaving and return their card to their Line Manager or the Employment Services Team.

Similarly, employees who transfer from one Service to another must clear their credit or debit balance to nil prior to transfer

2.18 Tailored Flexitime Schemes

The Employment Services Team will continue to support Service Management to develop tailored flexitime schemes where flexible working is practical but the detail of this scheme is unsuitable for operational reasons.

Any such scheme will reflect the broad principles of this scheme and take account of Service delivery needs.

3 THE SCHEME IN PRACTICE

Line Managers should consider and discuss with employees how the revised scheme will operate in their team(s) with particular reference to the extended bandwidth hours ([see 2.4](#)), personal breaks ([see 2.7](#)) and the likely impact on Service delivery. Service delivery requirements will take priority over individual preferences.

Time recording arrangements are outlined in Section 2. These should be discussed with all new employees who are eligible to participate in the scheme as part of their Induction programme. Services may wish to tailor these arrangements to suit operational needs but the broad principles should always apply.

Advice and guidance on the revised scheme may be sought from the Employment Services Team.

3.1 Location of Equipment

This should be discussed and advised by the Line Manager/Employee Services Team (EST) with the employee.

3.2 Personal Flexicard

- (a) You will be issued with your own personally coded flexicard. This will automatically record your arrival and departure when you swipe in and out at the flexi machine in your place of work or pc if using Optimum.
- (b) You must never use any flexicard except your own. If you do, this will be treated as a disciplinary matter.

3.3 On Arrival

On arrival at your workplace at the start of each day you should record your time of arrival by clocking in. This will then automatically register the time you started working. It will continue to record your attendance until you stop working and clock out.

3.4 At Lunchtime

- (a) At lunchtime you should record your start and finish of your lunch by clocking out and in at the flexi machine/or pc if using Optimum. You should do this even if you do not leave the building.
- (b) If you fail to record your lunch break times the flexi machine will automatically record a lunch break of two hours debit. You will then be required to make a manual adjustment detailing the times of your true lunch break.

3.5 On Final Departure

On your final departure from your place of work you are required to clock out at the flexi machine/or pc if using Optimum.

3.6 Flexicard Loss or Damage

- (a) If you lose your flexicard you must report this to your the Employment Services Team who will issue a new card. If the original flexicard is found later this should be returned to the Employment Services Team.
- (b) If your flexicard is damaged or not working properly, you should ask the Employment Services Team for a replacement.

- (c) If you forget your flexicard, you can clock in and out at your pc via MyView.

3.7 Daily Adjustment Forms

- (a) For MyView users - If you are required to make any amendments to your time you should log into MyView and select Optimum to make the adjustment.
- (b) For Non MyView Users – you should complete a manual adjustment form. These forms should be used for each day you require an adjustment to be made to your personal time record. It can also be used to pre-book a maximum of two dates at any one time for absences such as holidays, college, flexi leave etc, where appropriate.
- (c) You should complete the adjustment form as soon as possible, ideally on or before the day of the adjustment and then pass it to your Supervisor for approval. If you become unfit for work during the working day you should complete an adjustment form to claim your standard daily hours (normally 7 hours 12 minutes) regardless of your starting time that morning.

3.8 Eligible Reasons for Flexitime Credit

The following reasons qualify for flexitime credit in standard days or half days and adjustment forms should be completed unless the employee is using MyView Leave which updates Optimum:

- | | |
|--|--|
| • Annual Leave | • Service in Non-regular Forces |
| • Authorised Public Holidays | • Maternity and Adoption Leave |
| • Certificated Sickness | • Training and release to sit examinations |
| • Election Duties | • Special Leave of Absence e.g. carer leave or bereavement |
| • Jury Duty or Crown Witness | • Trade Union Duties and Training |
| • Paternity Leave and Maternity/Adoption Support Leave | |

For employees working 36 hours per week, Monday to Friday a half day equates to 3 hours 36 minutes and a whole day equates to 7 hours 12 minutes. Employees working other hours will be credited on a pro rata basis calculated on the standard hours for the relevant day(s).

3.9 Authorised Absences

The main categories of authorised absences include: -

3.9.1 Medical Reasons

Non emergency & routine appointments - These should be arranged outwith coretime hours. Examples include regular check up with GP and dental appointments

Hospital appointments - Wherever possible employees are encouraged to request hospital appointments outwith coretime hours. However on occasions when this cannot be accommodated flexi credit will be given for the length of the authorised absence within the standard working day taking into account travelling time and arrangements, the location of the hospital and the time of the appointment.

3.9.2 Operational Reasons

Business Travel - Employees who are required to travel direct from home to a place other than their normal office base, e.g. to attend conferences, seminars, meetings and interviews can claim travelling time subject to the following criteria:

- The difference in time from home to place of work and home to normal office base may be claimed up to a maximum of 13 ½ hours credit per day subject to prior agreement with the line manager. Excessively long days as a result of business travel should be regarded as exceptional and not become part of a regular work pattern.
- Employees attending day or block day release training will be credited with up to a maximum of 7 hours 12 minutes per day taking into account the actual training time and reasonable travelling time.

Christmas Closedown - Executive Directors and Heads of Service (or equivalent) may authorise a relaxation of coretime restrictions for Christmas lunches etc however, no flexi credit should be given for time not at work. Any relaxations should not interfere with operational requirements.

On the last working day before the closedown period starts where a minimal staffing level only is required, Heads of Service or appropriate line managers should determine which employees are required to remain until 17.00 and inform all employees accordingly. Employees not required to remain until 17.00 may leave earlier but no flexi credit will be given.

Retirement Presentations - Flexi credit will be given for employees to attend formal retirement presentations, subject to agreement with the employee's line manager having due regard to operational needs.

Suspension of Scheme - Line managers may elect to suspend flexitime during the delayed office opening periods in order to ensure maximum attendance at training events.

At all other times, suspension of the scheme other than on an individual basis will only occur following consultation with the recognised Trade Unions.

3.9.3 Personal or Other Reasons

Driving Test - Time off to sit driving tests will be given but no credit will apply.

Job Interview - Time off will be available to attend interviews within Perth & Kinross Council. Reasonable time off will also be given for interviews with other local authorities and employers recognised for local government service (refer to the [Modification Order](#)).

Trade Union Business - Trade Union related meetings, other than those held with management may only be held outwith coretime unless in exceptional circumstances and with prior agreement from senior management.

3.9.4 Severe Weather Arrangements

Severe Weather Conditions - Employees may be allowed to stop work early.

- Where more than 3 hours have been worked (equivalent to coretime) employees will be credited with actual hours worked.
- Employees who have worked less than 3 hours may be credited with up to 3 hours (equivalent to coretime).
- The coretime periods are 10.00 to 11.30 and 14.00 to 15.30.

The same will apply if the employee is:

- (a) unable to attend because of weather conditions
- (b) delayed

Alternatively, if work is taken to complete at home the actual hours worked at home will be credited. Flexi credit under the severe weather arrangements cannot be claimed on the same day as home working,

3.10 Duties outside the Office

Employees who frequently have duties outwith the office will be required to submit an adjustment on Optimum for the relevant time period.

(a) Duties outside the Office after Arrival

- You will not be required to report to the office prior to undertaking any official duties away from the office. You therefore record your arrival in the normal way.
- Thereafter when you leave the office to undertake any official duties you will be required to submit a flexi adjustment the following day.
- If you return to the office part way throughout the next or any other subsequent working day, you must use Business Absence Arrival to claim time back to 8.45 am that day.
- If you are away from the office over the lunch period the system will automatically record a lunch break of one hour debit. You should then record your true lunch break on Optimum or on a daily adjustment form. Occasionally some mornings you will be required to proceed direct to a location other than the office. You will be required to submit an adjustment for the time you wish to reclaim.

(b) Duties outside the Office without Reporting at the Office First

- It may also, on occasions, be more convenient to proceed from home direct from a location other than the office. In this event you record yourself out on Business Absence. This will credit you with standard hours up until 5.00 pm. On return to work you record your arrival at the office in the normal way and where your working day differs from standard hours you will be required to complete a Daily Adjustment Form and agree this with your Supervisor.

3.11 Illness

If you are off work through illness you will receive a credit of 7 hours 12 minutes for each full day, in some Services you will need to complete a Daily Adjustment Form on your return to work. For periods of sickness beyond one day, your Supervisor may submit a Daily Adjustment Form on your behalf, although it is your responsibility to check this when you return to work.

Employee using MyView Sickness will have their time automatically updated in the flexi system when the manager inputs the notification via MyView.

If you report to work and thereafter go home because of sickness, you will be required to complete a Daily Adjustment form to claim a maximum of 7 hours 12 minutes of starting time that morning.