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**JOINT HR POLICY DOCUMENT**

***FLEXIBLE WORKING***





### Flexible Working Force Policy Document

Policy owner(s)	DCC Norfolk / DCC Suffolk
Policy holder	Head of HR Service Delivery (Norfolk & Suffolk)
Author	HR Manager (Policy & Reward)

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#### Approved by

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**Note:** *By signing the above you are authorising the policy for publication and are accepting responsibility for the policy on behalf of the Chief Constable.*

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### 1 General principles

- 1.1 The purpose of this policy is to provide guidance and information on flexible working for police officers and police staff.
- 1.2 Norfolk and Suffolk Constabularies are committed to ensuring this policy complies with relevant legislation and general principles of fairness, and that consultation has been undertaken with all relevant staff groups.
- 1.3 All Norfolk and Suffolk policies are intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of a person's gender, race, ethnic origin, colour, nationality, gender reassignment, sexual orientation,

religion or belief, marital or family status, trade union or staff association or support group activity, disability or age.

- 1.4 No individual must be victimised or subjected to any other detriment for making an application for flexible working, or for challenging any decisions arising from an application.
- 1.5 Under UK employment legislation, eligible employees have a statutory right to request flexible working and to have this request considered seriously by their employer. Police officers do not have a statutory right, and flexible working for officers is governed by Police Regulations and Determinations. Under this policy, however, all police staff and officers are eligible to make requests for flexible working, and the same procedure should be followed for both.
- 1.6 Managers must ensure, where there are multiple requests, that flexible working requests made by individuals who have a statutory right should take priority over requests by individuals who do not have the statutory right to make such a request. HR and line managers should also ensure that the procedures and timescales detailed in this policy are followed correctly for ALL individuals making a request for flexible working.
- 1.7 Where a large-scale change of shift pattern or similar exercise necessitates the reconsideration of existing flexible working patterns, arrangements for the submission and review of information and any subsequent appeals will still follow the principles within this policy but may take a different format to reflect the large numbers of applications being considered, for example use of appeal panels.

## 2 What is Flexible Working?

- 2.1 Flexible working relates to a requested change to the hours or times that an individual is required to work, or the location at which they are required to work, whilst maintaining service delivery across the organisation. Further information on different types of flexible working can be found at [Appendix A](#).
- 2.2 Flexible working requires a more creative approach to how and when work needs to be delivered, and brings with it the responsibility to ensure the demands of an individual's post continue to be matched to the needs of the service.

### Advantages of flexible working

- 2.3 Enabling staff to balance work and their personal and family life can benefit the organisation as a result of:
  - retention of individuals with valuable skills and experience who may otherwise leave the organisation;
  - maintaining the well being of individuals, which is critical to the ability to deliver services;
  - reduced absence and, in particular, absence due to stress;
  - increased morale and motivation and consequently productivity;

- building a reputation as employer of choice, thereby assisting in the recruitment of quality individuals;
- allowing the organisation to deploy services according to demand, as rigid work patterns may not always meet the peaks and troughs of work to be completed.

2.4 Some people need more time for their life outside work, whether to raise children, to care for an elderly, sick or disabled person, to improve their skills or to pursue other interests. For others, the issue may not be how much time to spend at work but when and where to work.

2.5 Individuals working or contemplating flexible working could include:

- those with childcare responsibilities;
- those with other dependent family members;
- those with disabilities;
- those who are studying;
- those who are approaching retirement;
- those with personal commitments or other interests.

#### Short term variations to working patterns

2.6 There may be occasions where an individual wishes to temporarily change their working pattern in order to meet personal circumstances. This could be due to domestic arrangements or to meet religious/faith requirements, e.g. participation in Ramadan. In most circumstances the individual should seek to make arrangements directly with their line manager rather than making a formal flexible working application; however the HR Service Desk can advise managers accordingly.

2.7 The following are practical options for managers to deal with such requests:

- use of annual leave, lieu time, change of rest day or taking time to be made up at a later date;
- a change of start/finish times for one off tours of duty;
- meal breaks taken at different times;
- change of hours of work for a defined period of time.

2.8 Short term arrangements are defined as single occasions or lasting no longer than 4 weeks in duration. The manager should discuss the request with the RMU Chief Inspector where cover would be required for the individual to meet the temporary working arrangement.

### 3 Legal Right to request Flexible Working

3.1 All individuals have a legal right to make a request for a more flexible working pattern of working time, hours or place of work provided that they:

- Are an employee, that is to say he or she must be employed under a contract of employment or service, AND
- Have been continuously employed by the organisation for at least 26 weeks at the time the application is made, AND
- Have not submitted an earlier application to work flexibly within the last 12 months.

3.2 **This legal right does not apply to police officers.**

### 4 Submitting a request for Flexible Working

4.1 Flexible working must always balance the needs of the team, the organisation and the individual.

4.2 Police staff can make no more than 1 request in a 12 month period, but there is no limit to the number of applications a police officer can request for flexible working.

4.3 The procedure for submitting a request for flexible working is via an electronic EnAct form.

4.4 The views of the line manager, 2<sup>nd</sup> line manager and Establishment team, will be considered in determining whether the application can be approved. Where the views of the above are conflicting, the line manager must arrange for the request to be considered by the Director of Human Resources (if this occurs, timescales may be affected, therefore the individual making the request should be kept fully informed of the reasons for any delays and these must be documented).

4.5 **For CPC Suffolk only:** For the purposes of this process the First Line Manager decision point will be at Inspector level, all 2<sup>nd</sup> Line Manager decision maker will be at Supt level (Strategic Commander or Dept Head). Appeals will be heard by the Chief Supt. Suffolk CPC.

4.6 If an individual wishes to be supported by UNISON or their Staff Association throughout the application process, it is recommended that they make early contact on this matter.

4.7 Within 28 days of receiving the application the individual should receive confirmation in writing that the application is agreed as proposed or that a [consultation meeting](#) will be held to discuss the matter further.

#### The Consultation Meeting

4.8 The purpose of the consultation meeting is:

- for both parties to understand each other's position and identify a solution that suits all concerned, and

- to provide an opportunity to discuss the desired work pattern in depth and consider how it may be accommodated and, if the original working request cannot be accommodated, to see if an alternative working arrangement may be appropriate.

4.9 The meeting should be arranged by the line manager and take place within 28 days of the receipt of the application by the line manager. If this timescale is not achievable then the line manager must seek the applicant's written agreement to an extension of this period.

4.10 If the applicant is not able to attend the meeting with any prior notification, they must contact the line manager to rearrange the meeting. If the applicant fails to attend the meeting more than once without a reasonable explanation then their application may be treated as withdrawn, but the must applicant must be informed of this.

#### Accompaniment

4.11 If they wish, the individual can be accompanied by a work colleague (can be a trade union representative), who can address the meeting and confer with the applicant but cannot answer questions on his/her behalf, and will receive paid time off during work hours to act as companion. If the individual's companion is unable to attend on the arranged date for the meeting, the applicant must contact the line manager to rearrange the meeting within seven days of the originally proposed date.

#### Outcome

4.12 Within 14 days of the meeting taking place, the HR Service Desk will write to the individual to either:

- Agree the application, as proposed by the individual, and establish a start date and any other action; or
- Confirm a compromise agreed at the meeting; or
- Refuse the application setting out the grounds for refusal including clear business reasons for the relevance of these grounds. The individual must also be notified of the appeal process.

4.13 A refusal to accept an individual's application for flexible working must be based on one or more of the following grounds:

- The burden of additional costs;
- A detrimental effect on ability to meet customer demand;
- An inability to reorganise work among existing staff;
- An inability to recruit additional staff;
- A detrimental impact on quality;
- A detrimental impact on performance;
- Insufficiency of work during the periods the individual proposes to work;
- Planned structural changes;

- 4.14 Consideration should be given to the appropriate supervision required (see below) during the periods the individual proposes to work. Where there is an inability to provide this the business reasons for any refusal would fall within the grounds of “a detrimental impact on performance”.
- 4.15 ‘Appropriate supervision’ in the context above means those with a flexible working arrangement should be able to have regular access to a supervisor during their duty - this does not necessarily have to be their own line supervisor but a supervisor should be identified at the beginning of each shift. In the case of the flexible worker being a supervisor they should be able to give relevant supervision to staff during their duties (this does not necessarily have to be their own staff if they are not on duty).
- 4.16 All documents relating to the application should be placed on the individual’s personal file.

Applicant preparation for the consultation meeting

- 4.17 To prepare for the meeting, the applicant should be prepared to:

- expand on points within the application;
- be flexible – the line manager may ask if there are any other working patterns which could be considered or whether another start date or a trial period may be possible;
- discuss how any negative impact could be reduced or overcome or if adjustments to the original request would be easier to accommodate, i.e. moving the timing of a regular meeting, reallocating work, taking on additional temporary help and providing equipment in the individual’s home.

- 4.18 The applicant should brief their companion on the details of the request beforehand and provide them with a copy of the application form, as well as familiarise themselves with this Flexible Working FPD and other sources of information before the meeting.

Line manager preparation for the consultation meeting

- 4.19 To prepare for the meeting, the line manager must consider the following:

- Decide whether the individual has a legal right to apply for flexible working;
- Be aware of the legal duty to consider flexible working applications seriously and comply with formal timescales;
- Consider the impact on service levels, co-workers and other relevant parties by considering the views of the Establishment team and Department Head;
- Encourage the applicant to find solutions to their own issues and work pattern preferences;
- Remain open-minded in relation to different methods of working;

- Not force changes on staff to accommodate other requests;
- Consider whether a trial period (outside of the normal review periods) would be helpful;
- Take consideration of national support for flexible working in the Police Service: <http://www.college.police.uk/en/20088.htm>

## 5 Appeals

- 5.1 An individual can appeal against the decision on their flexible working application by lodging an appeal in writing to their Department Head (or higher if they are the 2<sup>nd</sup> line manager) as outlined in the letter confirming the outcome of the application within 14 days of its receipt.
- 5.2 The appeal manager will arrange for an appeal meeting to be held within 14 days of the appeal notification being received.

### Appeal Meeting

- 5.3 The purpose of the appeal meeting is to:
- provide an opportunity for the applicant to have their flexible working agreement reconsidered by the next level of line management after initial rejection by their line manager, and
  - discuss the desired work pattern in depth and consider how it may be accommodated and, if the original working request cannot be accommodated, to see if an alternative working arrangement may be appropriate
- 5.4 If they wish, the individual can be accompanied by a work colleague (can be a trade union representative), who can address the appeal meeting and confer with the applicant but cannot answer questions on their behalf, and will receive paid time off during work hours to act as companion. If the individual's companion is unable to attend on the arranged date for the meeting, the applicant must contact the appeal manager to rearrange the meeting within seven days of the originally proposed date.
- 5.5 The meeting should be arranged by the appeal manager and take place within 14 days of receipt of the appeal notification. If this timescale is not achievable then the appeal manager must seek the applicant's written agreement to an extension of this period.
- 5.6 If the applicant is not able to attend the meeting with any prior notification, they must contact the line manager to rearrange the meeting. If the applicant fails to attend the appeal meeting more than once without a reasonable explanation then their application may be treated as withdrawn.
- 5.7 Within 14 days of the appeal meeting taking place, the HR Service Desk will write to the individual stating either:

- that the appeal is upheld, and specify the agreed contract variation and start date; or
- dismiss the appeal, stating the grounds for refusal and giving sufficient explanation as to why those grounds apply.

5.8 All documents relating to the application should be placed on the individual's personal file.

## **6 Implementing and monitoring a Flexible Working arrangement**

### Police staff

- 6.1 Subject to what is said below, a reduction in hours of work and/or an adjusted working pattern agreed pursuant to this policy is permanent and the employee's contract of employment will be amended to reflect the flexible working agreement.
- 6.2 In the event that the Constabulary has some concern about the impact of a proposed flexible working request it may offer the employee a trial period on terms agreed. Either during or at the conclusion of the trial period the Constabulary may either confirm the proposal as a permanent change to the employee's contract or notify the employee that the proposal is not able to be accommodated and that the employee will revert to their contractual hours and working pattern.
- 6.3 Police staff who move to a different role will have to reapply for any flexible working arrangement they held in their previous role.

### Police officers

- 6.4 Flexible working arrangements for police officers should be reviewed on an annual basis as a minimum, as part of the PDR process. If an officer's posting or shift arrangements change – either as a result of organisational change or the officer applying for a different post – then any previously agreed flexible working arrangements must be resubmitted as a new application.

## Appendix A – Flexible Working Options

The following are suggestions in relation to flexible working arrangements. They are by no means exhaustive, and are intended as a guide to options available.

### 1 Annual Hours

- 1.1 With annual hours you work a set number of hours over a certain period (normally a year) but rather than working set hours each week, your hours are distributed over the year to coincide with the variations in the amount of work to be done.
- 1.2 This type of working pattern:
- suits work which does not need to be done at a particular time, or where activity levels vary over time;
  - allows line managers to cover peaks and troughs of work without relying on overtime or agency staff;
  - ensures staff are fully utilised even during less busy periods;
  - may improve attendance as staff are better able to deal with personal issues without taking a full day of leave.
- 1.3 Over the year, you work the same number of hours that you would work if you worked your normal weekly hours in a normal working pattern. The hours that you must work each year will be based on your weekly hours with a reduction made to account for your annual leave entitlement and public holidays.
- 1.4 You will normally work a fixed, minimum number of base hours per week and additional reserve hours are held in a time bank until they are needed. During the year, the base hours are spread evenly. If you are needed for extra hours, time will be taken from the time bank as required, i.e. you could work just your base hours from January to April and August to December and work your base hours plus all the reserve hours in your time bank during May, June and July. If you are full time, your total annual hours will consist of approximately 75% base hours and 25% reserve hours. Between 70% and 80% of your total weekly hours will be base hours, and the remaining time will be added to your time bank as reserve hours. Where possible, reserve hours should be agreed at least two weeks in advance, however on occasions there may be a more immediate need for increased staffing levels and need to give less than two weeks' notice of requirement to work reserve hours.
- 1.5 The 'annual hours' year normally corresponds with the leave year, but can be varied to suit the needs of the department, i.e. there may be clashes between staff wishing to take leave over the festive period and staff wishing to work only their base hours during December as their time bank is nearly empty.
- 1.6 If you leave during the year, you may be paid an additional payment if you have worked more hours than those required of you or have a deduction made from your pay if you have not worked sufficient hours. The hours that you are required to have worked will be a proportion of your time bank hours equivalent to the

proportion of the year that you will have worked on the final day of your notice period. For example, if you work  $\frac{1}{4}$  of the year, you should have used  $\frac{1}{4}$  of the hours in your time bank. Your line manager should seek to reduce the size of payment made to leavers or claimed from leavers if this can be accommodated. If the individual has worked extra hours, this can be done by allowing them to take unpaid leave if they wish or reducing the hours that they work during the notice period. If they have not worked enough hours, this can be done by allowing them to work extra hours if work is available. Line managers must advise their HR Adviser immediately if a member of staff working annual hours resigns, to give them time to calculate the amount of payment to be made or deducted and to allow payroll sufficient time to make any adjustment to the final pay.

- 1.7 You must agree your annual leave with your line manager and book it in the normal way. You should book your annual leave before reserve hours are allocated - if you request annual leave after your reserve hours are agreed, your leave will only be authorised if you are not needed or you can arrange alternative cover. As annual leave is not included in the number of hours you must work each year, the number of reserve hours that you are required to undertake will not be altered when you take a period of leave. If you are paid for annual leave that you are unable to take for operational reasons, your time bank will be increased by the average number of reserve hours you work each day for each days of annual leave that you are paid for. If you work on a bank or public holiday, you will receive compensation in line with the Police Staff Council handbook and Police Regulations, and any local agreements which are in place.
- 1.8 If you are absent due to sickness, the number of reserve hours in your time bank will be reduced. For each full or half day of sickness, the reserve hours in your time bank will be reduced by the average number of reserve hours you work each day as determined in your original agreement with your line manager. For example, if you work an average of eight hours per day and you work six base hours per day, your time bank will be reduced by two hours for every day that you take authorised sick leave. If you were absent for  $3\frac{1}{2}$  days, your time bank would be reduced by seven hours. This reduction means that staff who are on long-term sick are not required to work excessively long hours on their return to ensure they empty their time bank by the end of the year.

## 2 Compressed Time

- 2.1 This is where you work your normal weekly or fortnightly hours **over fewer or more days**. Compressed hours can be worked on a **set** hours or **flexible** basis: under Set Compressed Hours you will begin and leave work at the same times each day; under Flexible Compressed Hours you will begin and leave work at any time between certain boundaries agreed by you and your line manager, and your hours will be monitored to ensure that you work at least the minimum required by your contract of employment.
- 2.2 Compressed Hours can allow individuals to take advantage of 'quiet' times at the beginning or end of a traditional shift, and, if working fewer days, may reduce the number of times per week they have to commute.

### Working over fewer days

- 2.3 You will work your normal weekly or fortnightly hours over fewer days and have up to one day per week as an additional rest day (free day). For example, a member of police staff is contracted to work 37 hours per week and could work the following patterns under compressed time:

Mon – Thurs: 8.5 hours per day  
Friday: 3 hours

Week 1: 9.25 hours per day, Mon – Thurs  
Week 2: 9.25 hours per day, Tues – Fri

### Working over more days

- 2.4 You will work your normal weekly/fortnightly/monthly hours over more days each. For example, a member of police staff who usually works five days a week over a six week period could work the following pattern:

Weeks 1 – 4: Six days per week  
Weeks 5 – 6: Three days per week

- 2.5 Line managers must be aware that this scheme means potentially fewer staff in the department at any time, and of competition between staff for certain days off and cover implications.

### Leaving the Organisation

- 2.6 If you are under notice to leave either Constabulary's employment, your hours may be adjusted during your notice period to ensure that you have worked the correct number of hours when you leave. As a line manager, if you have staff working flexible compressed time, you should seek to reduce the size of payments made to leavers or claimed from leavers if this can be accommodated within your area. If they have worked extra hours, this can be done by allowing them to take unpaid leave if they wish or reducing the hours that they work during their notice period. If they have not worked enough hours, this can be done by allowing them to work extra hours if work is available. As a line manager, you must also ensure that you advise the HR Service Desk immediately if a member of staff working flexible compressed time resigns to give adequate time to calculate the amount of payment to be made or deducted, and allow payroll sufficient time to make any adjustments to the final pay.
- 2.7 If you work compressed hours and you are sick on a free day, you must advise your line manager on your next working day, so that your sickness record can be updated.

## **3 Home Working and Remote Working**

- 3.1 Home Working involves carrying out all or a proportion of your duties in your own home rather than in Constabulary property. Home-working also includes working from home on an ad-hoc basis to carry out pieces of work which may be better achieved by working off site.

3.2 Remote Working involves working from a place more convenient to you than your normal place of work, for example, if you commute a large distance you could work from a police station nearer your home for part or all of your working time. Remote working also includes working from a remote location on an ad-hoc basis to carry out pieces of work which may be better achieved by working off site.

3.3 Home and remote working will suit:

- those who are included in standby or call-out arrangements where they can undertake the work from home;
- those recovering from illness or who are managing a disability;
- those with caring responsibilities which make it difficult to leave home for long periods of time [but see 3.4];
- jobs where performance can be measured on output rather than time;
- work which is performed on an individual basis, e.g. policy writing, administrative tasks;
- work which has clearly defined objectives or performance indicators;
- work which does not require input from other colleagues or centrally provided facilities.

3.4 For individuals it can reduce travel time and costs and the associated stresses, and remove the disruptions associated with the office environment which could lead to an improved quality of work. For those with caring responsibilities, it can mean a closer workplace to a local school, nursery or other facility used by dependents. It must not, however, be used as an alternative to childcare and you must not normally be required to provide care services whilst you are working from home.

3.5 For line managers, it can mean: greater flexibility in working patterns, especially where split shifts are required; increased productivity; and reduced requirements for accommodation and desk space.

3.6 Home and remote working does create a unique set of circumstances for the individual and line manager: workers can feel isolated and suffer as a result of lack of social contact, and they must be highly organised to ensure they have the correct information to complete their work; and consideration must be given to:

- Health and safety obligations;
- Data protection;
- Information security;
- Amendments to contractual clauses;
- Insurance;
- Expenses;
- Taxation;
- Remote management;

- Communication;
- Provision of furniture, computer and communications equipment;
- Equality in training and career progression opportunities.

3.7 The line manager must maintain regular contact with home and remote workers, meeting them at least once a week unless either the line manager or the individual is absent from work due to leave or some other legitimate reason, as well as ensuring that they are invited to any relevant meetings or training. Prior to implementation, the line manager must consult their HR Adviser and force policies on Data Protection and Information Security as certain kinds of home-working are prohibited.

#### Expenses

3.8 Subject to management discretion, you may be able to claim the following expenses:

- Postal charges for items posted during the course of your work;
- Telephone charges for internet access and telephone calls made for work purposes and your line rental (you must provide a full itemised telephone bill).

3.9 The following cannot be claimed:

- Travel expenses from your home to office/station location;
- Increased utility bills (apart from telephone costs as stated above);
- Additional equipment (unless authorised in advance);
- Stationery (this must be collected from the office on your weekly visit).

3.10 The Constabulary is not responsible for any private property used, lost or damaged.

#### Health and Safety

3.11 You must maintain safe conditions in your home and practice the same safety habits that you are required to practice in Constabulary premises.

3.12 You must allow access to relevant areas of your home to allow Constabulary staff to undertake a risk assessment or safety checks of any home-based equipment and workstation.

3.13 You should advise all colleagues of the times that you are on annual leave and ask them not to call you at home. All staff must ensure that their work can be picked up by colleagues as far as possible when they are on leave. If you are sick on a day that you are working from home, you should report your sickness to your manager as soon as possible in the normal way.

## 4 Job Sharing

- 4.1 Job Sharing involves two or more individuals sharing the responsibilities, duties and hours of a full time post. A job share post can be arranged so that each job sharer does the full range of duties in the post or so that the range of duties are split and each job sharer only undertakes a limited range of the responsibilities.
- 4.2 Job sharing can allow the individual to cope better with care commitments, and can allow the individual to continue to work if they become sick or disabled. For line managers, it ensures that part of the job can still be covered during periods of sickness or leave. Another benefit is that two or more individuals can have a broader range of expertise than a single post holder.
- 4.3 More information on Job Sharing is available in [Appendix C](#).

## 5 Part Time Working

- 5.1 This involves working less than full time hours on a regular and planned basis. Hours are determined on an individual basis to meet personal circumstances and demand for staff at particular times. There are many variations of part-time working patterns, e.g.:
- A reduced number of full working days;
  - Less than a full shift on every working day;
  - Working alternate weeks.
- 5.2 Part time working allows the individual to cope better with care commitments, and can allow them to continue to work if they become sick or disabled. For line managers, it increases the number of staff at work during peak periods. Furthermore, if a full time post is filled on a part time basis, the resources can be used to appoint another part time worker or can be used in another way to support the existing part time workers, increasing development opportunities.

## 6 Temporary Reduced Hours

- 6.1 This means working fewer hours than normal for a fixed period of time before working your normal working pattern again. Your salary will be reduced pro-rata for the period of temporary reduced hours.
- 6.2 This pattern suits individuals returning from maternity or adoption leave, compassionate leave, sick leave, etc where they wish to reduce their hours to ease back into a full time working pattern. It is also useful during school holidays to accommodate additional child-care responsibilities or for those who wish to accommodate a long-term period of study.

## 7 Term Time Working

- 7.1 This is a pattern of work where you will work normal hours during school term times and reduced hours during school holidays, i.e. Christmas, Easter and summer holiday and half terms. It will suit individuals with school age children who have

difficulty in arranging childcare during school holidays or who wish to spend more time with their children during school holidays.

- 7.2 You will normally be required to work at least 50% of your normal working hours during school holidays, worked as fewer full shifts per week, alternate weeks or a reduced number of hours each shift. In exceptional circumstances a request to work less than 50% of normal hours or no hours at all during school holidays may be approved, however only if suitable alternative cover is available.
- 7.3 You can work this pattern on a **set hours** or **flexible** basis:
- **Set Hours** - you will be required to work at specific times during term time and the school holiday, i.e. 9am to 5pm during term time and 10am to 4pm during school holidays.
  - **Flexible Hours** - you are able to vary your arrival and departure times and possibly the length of your working day, i.e. working flexitime but complete an average of 37 hours per week (40 for police officers) during term time and 20 hours per week during holidays. You can also vary your holiday working hours depending on the time of year, i.e. normal hours over Christmas holiday and reduced hours over the summer holiday.
- 7.4 If your work pattern during the holiday period is such that you have full days of leave, i.e. free days, you must report any sickness absence during free days to your supervisor in the normal way.

## Appendix B – Considerations for part-time working

Part time individuals must receive no less favourable treatment by way of terms and conditions and not be subject to any detriment, by any act or deliberate failure to act, than full time individuals.

Pay considerations and conditions of employment for part time police staff are outlined in the contract of employment and the Police Staff Council Handbook.

Pay considerations and conditions of service for part time police officers are stated within Police Regulations and Determinations.

Pro-rata entitlements for leave are outlined within the Leave and Time Off policy. Any queries in relation to part time pension and salary arrangements should be directed to the Payroll team.

### 1 Reverting to full time working from part time

- 1.1 Police staff who work part time have no automatic entitlement to work on a full time basis. An individual can make a request to increase their hours (up to full time or less than this) by using the Flexible Working application process outlined in this policy. Where supporting this request means that a change to the establishment will be required, the appropriate procedure should be followed in line with the Establishment FPD and such changes approved BEFORE the flexible working request can be agreed.
- 1.2 Officers may be recruited as part time. Regulations provide that officers who were recruited as full time officers before becoming part time have the right to move back from part time to full time working. This may not necessarily be in the role they are performing at the time. Officers who were appointed as part time officers do not have the right to move to full time working although the Force may agree to allow this. A part time officer cannot be required to move to full time without consenting. Equally, a full time officer cannot be required to move to part time working without consenting.
- 1.3 All requests to move from part time to full time and vice versa (and reducing or increasing part time hours) should be made using the Flexible Working application process outlined in this policy.

### 2 Part time working for Student Officers

- 2.1 For those police officers who are serving in their probationary period special circumstances apply as to when part-time working may be available.
- 2.2 In the case of police officers who are still in the probationary period, the following constraints apply:
  - Some courses within the probationary period must be completed on a full time basis, others can be accommodated on a part time basis;
  - A minimum average of 24 hours a week (1248 hours per year) must be worked;

- The probationary period will be a minimum of two years and will be extended on a pro-rata basis to match the reduction in average hours per week;
- Part-time student officers will not be exempt from working shifts, including night duty, and will need to work a variety of shifts to gain the breadth of experience necessary to achieve their NVQ. As with all part-time workers, working patterns must be agreed in line with this policy;
- Part-time student officers should, where possible, work a shift pattern consistent with a named supervisor to ensure continuity of supervision.

### **3 Training and development of part time staff and officers**

- 3.1 Should attendance on a specific course be a pre-condition of being appointed to a particular post and a part-time individual is unable to attend such a course, then it will not be possible for the individual to take up that post unless alternative training arrangements can be made as below.
- 3.2 Part-time individuals should be given the same access to training as full time individuals. Wherever possible, training will be offered on either a part-time, modular, computer based or distance-learning basis, or with an alternative provider.
- 3.3 Where the training course cannot be tailored to suit part-time individuals, and other options are not possible, then sufficient notice should be given to allow individuals to make appropriate arrangements to be available for the training. The onus is upon individuals to attend training reasonably provided as there is a paramount public interest in the deployment of safely trained police officers and staff.

### **4 Workload and Performance**

- 4.1 Line managers should adjust systems for judging an individual's performance which are set up for full time individuals, for example, the clear up rate will be affected by the proportion of time available to follow up crime reports. Part time individuals should agree an acceptable workload with their line manager rather than attempting to carry a full time workload.

## Appendix C – Job Share

An application to job share should be submitted in line with the Flexible Working request procedure outlined in the main body of this policy. Terms and conditions for those working job share arrangements will be those that apply to all part time individuals.

The following principles apply to job share arrangements:

- Once a position and partner has been agreed, the hours that job share partners work should be decided through discussion with both partners and their line manager and the most suitable arrangement for all should be made.
- Job sharing is permitted at all ranks/grades.
- Once an application from a full time individual to job share is authorised, the line manager will instruct HR to advertise the remaining job share opportunity.
- Where one partner takes annual leave there is no expectation that the other post holder will cover the vacant hours.
- If one partner is absent from work for a significant period of time or one part of the job share becomes temporarily vacant for any reason, or there are any other extenuating circumstances, the remaining partner could be invited to work additional hours where personal circumstances allow.
- A degree of overlap by contact and co-operation can be built into the working hours so that sharers exchange information and work together if necessary. This situation will differ in each individual case. Continuity is determined as an essential requirement of a job share. Such arrangements must be achieved within the normal established total hours where necessary reducing the work time-span of attendance.
- Each partner of the job share will have a written agreement of the terms and conditions and details of the job share, including working patterns and overlap required.
- In the event of one job share partner ceasing to continue in the job sharing partnership, the hours of work previously undertaken by that person shall be offered to the remaining job sharer on a full time basis. In the event of such an alteration in working hours being unacceptable to the remaining job sharer, another job sharing partner shall be sought by the usual appointments method. Pending a new appointment being made, if appropriate, alternative arrangements, including temporary appointments, may be required to ensure the duties of the job are covered on a full time basis.