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JOINT HR POLICY DOCUMENT

FLEXITIME SCHEME FOR POLICE STAFF





Flexitime Scheme for Police Staff

Force Policy Document

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Policy No.	168
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Approved by

JJNCC	✓
Legal Services	✓
Policy owner	✓
APP	N/A

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

Publication date	16 th July 2013
Review date	3 rd February 2016

Note: *Please send the original Policy with both signatures on it to the Norfolk CPU for the audit trail.*

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1 General Principles

- 1.1 The purpose of this policy is to provide guidance and information on the flexitime scheme for 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 Constabularies' 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.

2 Introduction

- 2.1 The flexitime scheme provides police staff with the flexibility to arrange their own working time within their contracted hours, subject to the needs of the Force and in agreement with line managers. The scheme is not open to staff who work on a fixed shift pattern where they are required to attend work between specific times (see Section 3 – Eligibility).
- 2.2 The ability to vary start and end times does not mean that individuals can unilaterally determine the hours they will work: even those individuals who do not work on a fixed shift pattern may be expected to work set start and end times as may be determined by the line manager with due regard to the needs of the business. Any variance outside the agreed start and end times must be agreed in advance with line managers. Individuals must ensure that they balance their working hours to minimise the accrual of credit or debit.
- 2.3 The flexitime scheme can provide flexibility for both individuals and the Constabularies in dealing with peaks and troughs in workloads and compensating individuals with agreed time off for additional hours worked in order to meet business needs, to be taken at a time which will not have a detrimental impact on service cover.

2.4 The effectiveness of the flexitime scheme relies completely on all participants following the parameters laid down in this policy and on line managers monitoring the records of hours worked by their staff on a regular basis.

3 Eligibility for the flexitime scheme

3.1 Police staff of all grades are eligible to participate in the flexitime scheme, with the following exceptions:

- Staff who work a shift pattern and are in receipt of allowances to compensate for this.
- Staff who work on set shifts and are required to attend work between specific times but are not in receipt of allowances (although in some circumstances it may be operationally advantageous to allow access to the flexitime scheme with a reduced accrual limit as determined by line management).
- Staff on a casual contract.
- Where the Department Head decides that flexitime does not meet the service demands of the post or section.

4 Recording hours worked

4.1 Police staff who participate in the flexitime scheme are responsible for maintaining accurate records of their own working time, as follows:

- **Norfolk:** clock in and out using ID cards at the beginning and end of shift, or clocking via My Options on 'The Beat'.
- **Suffolk:** 'WTD' spreadsheet to record start and end times and rest breaks.

4.2 Suffolk police staff should submit their completed time sheet to their line manager for authorisation at the end of each four week accounting period, and should discuss with their line manager whether this will be via hard copy or by giving their manager electronic access to their WTD sheet. The completed forms will be held by the individual's line manager for three years and then destroyed.

4.3 Working time must be recorded in minutes and not rounded up or down.

4.4 Any attempt to falsify or collude in the falsification of records of hours worked will be treated as gross misconduct and be subject to the Discipline (Police Staff) Procedure.

5 Recording absences

5.1 If an individual is absent from work for any reason other than flexi-leave, i.e. annual leave, sickness, etc., the absence should not be shown as a debit and the record of hours should be adjusted to reflect the standard working day for that individual.

5.2 Where an individual is working away from the office for the entire day, credit for a standard day will be given (exceptionally, where hours in excess of the standard

working day are worked, credit will be given providing the line manager is satisfied the hours claimed were worked).

5.3 Hours taken as flexi-leave will be shown as a debit against hours worked for that day.

5.4 Any hours worked as overtime which will be claimed for payment must not be recorded under the flexitime scheme.

6 Monitoring records of hours worked

6.1 Line managers must monitor flexitime records at the end of each accounting period to ensure they are aware of and can take action in relation to:

- Individuals working regular additional hours which are beyond the expectations of the role;
- Individuals with a debit balance of flexitime;
- Individuals regularly working outside of their normal working pattern without appropriate authorisation.

7 Parameters of the flexitime scheme

7.1 For full time police staff who work office hours Monday to Friday, e.g. no set shift pattern, the following parameters apply. All other staff who are eligible for flexitime will have their parameters agreed and/or set out in the flexible working agreement.

7.2 For part time staff (and those on a set shift pattern who have a reduced accrual rate), the parameters will be personalised according to the individual's working pattern, and must be determined in agreement with line management.

- **Accounting period:** 4 weeks.
- **Band width:** 7.00am - 7.00pm. This is the time period during which police staff may record their time at work. Any hours outside of this time period will not be recordable without prior line manager authorisation.
- **Core time:** 9.30am - 3.30pm. This is the time period during which police staff must be present at work, with the exception of the lunch break or where there are special circumstances in agreement with the line manager. In some service areas there may be a need to have different core times depending on the service being delivered and the need for public access to that service. In these circumstances, the line manager may agree 'personal' or 'job' core times, which must be recorded on the individual's personnel file.
- **Lunch break:** 12.00pm - 2.00pm. Individuals must take their lunch break between the above times. Individuals who work more than six hours are required to take a break, which will be a minimum of 30 minutes, with the actual length of break being determined by shift pattern or locally agreed working arrangements.

- **Contracted hours:** Full time police staff are contracted to work 37 hours per week or 148 hours over the 4-week accounting period. The standard working day is as follows:
 - **Norfolk:** Monday to Thursday 7 hours 30 minutes (7.5 hours), Friday 7 hours.
 - **Suffolk:** Monday to Friday 7 hours 24 minutes (7.4 hours).Hours worked less than the contracted hours will register as a debit, and any hours worked over will be a credit.
- **Debit/credit balance:** The maximum number of hours that can be carried over from one accounting period to the next are:
 - Credit: 12 hours (pro rata for part time staff).
 - Debit: 8 hours (pro rata for part time staff).

7.3 There is no limit to the amount of credit time that can be accumulated during each accounting period but any time in excess of the maximum 12 hours (pro rata) credit at the end of an accounting period will be lost, except in exceptional circumstances with the authorisation of the Department Head, for example when an individual has been asked to carry out additional work towards the end of the accounting period, and will not have had an opportunity to take time off.

7.4 Any debit should be regarded as a concern by line managers, and arrangements should be put in place to eliminate the debit. Any debit greater than eight hours (pro rata) must be made up by the end of the next accounting period.

8 Taking flexi-leave

8.1 The flexitime scheme is designed to provide flexibility rather than the opportunity to take regular time off. Individuals may, however, request to take a maximum of one day (pro rata for part time staff) per accounting period as 'flexi-leave', which must be authorised by the line manager (for Suffolk staff, this leave must be requested via Origin self-service).

8.2 Where individuals want to vary their working hours on a particular day – later than usual start time, longer rest break or early finish – this must also be agreed with line management.

8.3 Any flexitime request will only be authorised where there is adequate cover, there is no detrimental impact on service provision and it will not result in additional hours being worked by other staff which will have a cost implication for the organisation.

9 Leaving the organisation

9.1 Any flexitime credit should be balanced out prior to the individual's last working day, or alternatively, any outstanding credit can be used when authorised against the last working day to enable an early departure (any outstanding credit remaining after the leaving time on the last working day will not be paid). Any outstanding debit hours should be worked off prior to the date of leaving, and any debit greater

than eight hours will be recovered as a debt (i.e. debit hours x hourly rate) from the person concerned.