



FLEXIBLE WORKING POLICY

Last Updated:

Human Resources Committee:

Corporation Approval:

Review Date:

June 2009

June 2009

July 2009

Every 3 years



Flexible Working Policy

1. Policy statement

- 1.1 This policy on flexible working arrangements has been developed bearing in mind national legislation, the College's commitment to equality of opportunity and with the intention of helping members of staff to balance their commitments and interests outside work with their contractual duties and responsibilities. It is recognised that being able to offer flexibility in working arrangements may assist members of staff to balance their work commitments with their responsibilities as parents or carers.
- 1.2 Staff working flexibly will be valued and respected. In addition, their contractual benefits will be the same (on a pro-rata basis if working less than full-time) as all other staff engaged on the same type of contract and performing the same or similar work.
- 1.3 Flexible arrangements offered to members of staff under this policy cover a wide range of different working arrangements in terms of working time, working pattern and working location. At all times, the arrangements that are agreed will attempt to balance the needs of the member of staff with the work to be carried out and should be in the interests of the department concerned. These arrangements will be of a permanent nature and will fulfil the College's obligations under the *Government's Flexible Working Regulations*.

2. Policy scope

- 2.1 This policy applies to all staff who are eligible to make a request for flexible working under the *Government's Flexible Working Regulations*.
- 2.2 Requests to work flexibly for compassionate reasons or as a phased return from sick leave should be dealt with in accordance with the guidance detailed in the *Absence Management Policy*.
- 2.3 Any other request from a member of staff to change their contract of employment will be dealt with in accordance with the guidance detailed in the *Policy and Procedures for staff to request a change to their contract or an extended period of planned, unpaid leave of absence*.

3. Policy aims

- 3.1 The Flexible Working Policy and Procedures should be clear, put in writing and be known and understood by all College employees.
- 3.2 To ensure that flexible working processes are fit for purpose.
- 3.3 To respond to all requests for flexible working in an appropriate manner.
- 3.4 To ensure compliance with relevant employment legislation.

- 3.5 To ensure equality of treatment for all employees.
- 3.6 To support the College's mission statement and uphold its values.
- 3.7 To meet the College's operational requirements and strategic aims.

2. Monitoring and review of policy and procedures

- 4.1 This policy and procedures will be reviewed every three years to ensure currency.
- 4.2 Where necessary, the policy and procedures will be reviewed more frequently to ensure compliance with legislation.
- 4.3 The Joint Union Management Consultative Group (JUMCoG) will review the application of the policy and procedure on an annual basis.

3. Related documents

- Absence Management Policy and Procedure
- Contracts of employment
- Equality and Diversity policy
- Instruments and Articles of Government
- Policy and Procedures for staff to request a change to their contract or an extended period of planned, unpaid leave of absence.
- Race Equality Policy
- Staff Code of Conduct
- The Employment Act 2002 (and subsequent regulations)
- The Employment Rights Act 1996
- Terms and Conditions of Service

June 2009