



PS 149 Flexible Working Policy

November 2012

Version 1.0

Statement of legislative compliance

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.

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Aims and objectives of the policy

Nottinghamshire Police recognises that flexible working arrangements can be of benefit to the individual and the organisation, improving work-life balance and allowing the Force to retain skilled people.

The aim of the policy is to allow individuals the opportunity to request a flexible work arrangement that provides a good work-life balance and does not have a detrimental impact on the operational performance of the Force.

Within the policy Nottinghamshire Police have gone beyond legislation in offering all police officers and police staff the opportunity to request a flexible working pattern to support the optimum work-life balance and continue to deliver excellence in policing to the communities of Nottinghamshire.

The policy applies to Police Officers and Police Staff who:

- Have completed 26 weeks continuous service with Nottinghamshire Police at the date the application is made.
- Have not made another application to work flexibly during the previous 12 months.

Policy statement

Key principles

- All requests for flexible working will be considered in a fair, timely and consistent manner.
- A request can be made once in a twelve month period.
- All requests will be considered taking into consideration operational requirements and the needs of the individual.
- An individual whose request for flexible working is not approved will be provided with the business rationale for refusal.
- All requests will be assessed on their own merits.
- Pay, annual leave and bank holidays will be paid pro rata for hours worked.
- For police staff a change in working arrangements will result in a permanent contractual change.
- Where a police officer reduces their hours whilst on probation, the period of probation will be extended to compensate.
- Police officers can return to work full time at any time. The Force will action the change within 2 months of the request to return to full time hours if there is a suitable vacancy. The officer will be appointed to a full time post within 4 months of the written notice being received.
- Police officers working a reduced hours pattern will have an annual review of their hours of duty.
- If circumstances permit, a trial period for a flexible working pattern may be arranged. This can be for a 4 week period, up to a maximum of 3 months.
- If a redundancy situation arises whilst on a trial period the terms and conditions of the substantive post takes precedence.

Flexible options

- Part-time working
- Job Share
- Reduction in hours
- Term time working
- Variable shift arrangement
- Compressed hours
- Annual hours
- Working from home

Representation

All individuals are entitled to be accompanied to meetings regarding their flexible work request by a representative of a trade union/staff association or a work colleague.

Appeals

If an individual believes that there were insufficient grounds for rejecting an application for a flexible work pattern, then they may appeal in writing to the Superintendent or Head of Department within 14 calendar days of receiving the decision in writing.

The written appeal should outline the grounds for appeal and include copies of all the documentation used in determining the application outcome.