



# **PS 160      Police Staff Flexi-time**

**June 2015**

**Version 1.1**

## **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 the achievement of an effective work life balance has a positive impact upon our police staff wellbeing, motivation, attendance and performance, both individually and collectively. Flexi-time requires a conscientious attitude of police staff as a prerequisite for its success. The delivery of a policing service to the community we serve must not be compromised by the flexi-time policy.

The aim of the policy is to clarify the circumstances under which individuals may use flexi-time to manage their working hours.

## POLICY STATEMENT

### Key Principles

- The policy is applicable to police staff.
- Participation in the flexi-time scheme is entirely voluntary. Police staff who do not wish to participate will be expected to work the standard day of 7 hours 24 minutes each day Monday to Friday or the hours/days as per their contract of employment.
- The accruing of additional flexi-time hours is only available to the individual when the individual has sufficient work to carry out in the additional hours.
- There are specific areas of Nottinghamshire Police which do not operate a flexi-time approach due to the nature of their work and service to the public.
- The service provided by the Force must not be compromised to accommodate flexi-time arrangements.
- Wherever possible the Force reserves the right to suspend flexi-time arrangements in any area/department to meet operational requirements. Reasonable advance notice will be provided should this be necessary.
- Flexi-time arrangements will be managed in a fair and equitable manner.
- Owing to the nature of work some police staff will be unable to participate in the flexi-time scheme. These police staff will already have recognised working practices and this policy will not overrule those practices.
- Any abuse of the Flexi-time Policy or recording timings for another individual will be dealt with in accordance with PS148 Police Staff Misconduct Policy.

## Working Hours Definition

- Working hours are those that contractually apply to individual members of police staff. Full-time hours are 37 hours per week, giving a notional working day of 7 hours and 24 minutes and a notional half day of 3 hours and 42 minutes.
- Part-time hours are calculated on a pro-rata basis. Part-time police staff may participate in the flexi-time scheme unless specifically inappropriate to their department or role.

### CORE TIME BANDS ARE:

10.00 – 12.00  
14.00 – 15.30

### MAXIMUM HOURS AT WORK:

07.00 – 18.30

### FLEXIBLE TIME BANDS ARE:

07.00 – 10.00  
12.00 – 14.00  
15.30 – 18.30

- For anyone working over 6 hours, an unpaid break, of 30 minutes, will be incorporated into the working day; this must fall between the 12.00 to 14.00 time band.
- Some departments have specific restrictions regarding start or finish times due to the nature of the work. In such situations the Head of Department may define specific core hours for the department. It is for individual departments to define their core working hours should this be necessary.
- Appropriate transition arrangements must be made when a department amends any local flexi-time arrangements.

## Working Hours: Deficit/Excess

Although the contractual weekly hours remain unchanged, flexi-time will normally be calculated on a monthly basis. The policy allows for a maximum of 15 credit hours or 8 debit hours (pro-rate for part-time police staff) to be carried over to the next accounting period. . Any hours worked in excess of 15 hours per month will not be accrued.

In exceptional circumstances, the individual, in lieu of excessive debit may give up annual leave.

Provided the debit hours limit is not exceeded at the end of any accounting period, up to 2 days or 4 half days flexi-time may be taken per month. Flexi-time may be taken in alternative hours/minutes as agreed but cannot exceed 2 days per month. The authorisation of such flexi-time is subject to operational requirements and normal leave approval arrangements.

Police staff with a deficit of flexi-time on termination of employment will have their deficit hours charged against outstanding annual leave or, if there is no annual leave outstanding, will have their final pay adjusted to cover the deficit. Police staff should endeavour to use

any excess flexi-time hours prior to termination of employment. Any excess hours not used prior to termination of employment will not be paid.

## **Recording**

Hours worked will be recorded through CROWN DMS, if no lunch break is recorded CROWN DMS will automatically record the 30 minute mandatory break that is required.

Monitoring of the system will routinely take place for the effective management and auditing of time worked.

Attendance at all day meetings outside of the office (including training) would qualify for a standard day of 7 hours 24 minutes.

## **Sickness during agreed Flexi-time Off**

Notification of sickness absence must be as per PD 610 Attendance Management Procedure. Flexi-time will only be re-credited on production of a medical certificate. Self certification will not be accepted.

## **Working away from the normal place of work**

An allowance of hours will be credited to individuals who are prevented from carry out their normal duties for authorised reasons. Hours will be credited pro-rata based on a maximum working day of 7 hours 24 minutes for day release, conference attendance and training days. This list is not exhaustive and attendance away from the normal place of work should be discussed and agreed with the line manager or supervisor.

Wherever possible, external medical appointments should be arranged outside of normal working hours. If this is not possible then the individual should seek to arrange the appointment outside of the core time bands.

In exceptional circumstances, if it is not possible to arrange medical appointments outside of the core time bands, the appropriate documentation must be made available to the line manager or supervisor so that the time spent at the medical appointment (during the core time band) may be credited.

## **Overtime**

Flexi-time hours are wholly independent of arrangements for overtime. Excess hours worked as flexi-time cannot be changed to overtime. Any additional overtime hours to be worked as overtime must be agreed in advance with the line manager or supervisor. If appropriate, the line manager or supervisor may also authorise overtime payment or time off in lieu for weekend or public holiday working.

## **Exclusions**

The operational effectiveness of the Force precludes some departments /areas/roles from allowing police staff to participate in the Flexi-time Policy. Posts/Departments excluded include: PSCO, Control room, public counters and custody suites. This list is not exhaustive and may be amended at anytime.

## RELATED DOCUMENTS AND APPENDICES

### ADMINISTRATION

<b>Registered Owner</b>	
<b>Owner</b>	<b>Author</b>
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