

FLEXIBLE WORKING POLICY

INTRODUCTION

There are many different forms of flexible working. Flexible working can relate to hours, times or places of work. Common types of flexible working include part-time working, flexitime, job-sharing, term-time working, shift-working, compressed hours and home working.

Allowing individuals to work flexibly helps them to achieve a better balance between their work and home life. Different ways of working can also benefit the organisation. For example, vehicles, plant and equipment can be used more efficiently when maintenance is carried out in shifts. Flexible working patterns can also assist the organisation to make the best use of resources outside of traditional working hours and during peak periods, which helps us to maximise productivity and deliver services as and when customers require.

SCOPE OF POLICY

This policy applies to all individuals working at all levels and grades within Tayside Contracts.

You have the right to request flexible working if you have 26 weeks continuous service. Although, your statutory right is limited to one request in any 12 month period, Tayside Contracts will reasonably consider an additional request which is made within 12 months of a previous request.

Only managers with the authority to do so can authorise a flexible working request as per the HR and Payroll Related Expenditure Authorised Signatory List.

PROCEDURE

1. If you would like to make a request to work flexibly you must complete a 'Flexible Working Request Form' and submit it to the HR Admin Team.
2. Your request will be acknowledged by the HR Admin Team within 10 working days.
3. If your manager is satisfied with your proposal, your manager can agree to your request without meeting with you formally.
4. If your manager would like to discuss your proposal with you, a formal meeting will be arranged within 28 working days and attended by a representative from HR Services. If your manager is unsure whether your proposal could work, the meeting will provide you with an opportunity to allay concerns. Your manager can propose a compromise or agree to your request on a temporary trial basis with a specified review period. You have the right to be accompanied at the meeting by a trade union representative or work colleague.
5. You will be informed in writing of your manager's decision within 10 working days of the meeting. If your request is refused, you will be advised in writing of the reasons and of your right of appeal.
6. If you would like to appeal against a decision, you must write to the Managing Director stating the grounds of your appeal, within 10 working days of receiving your outcome letter.
7. Your appeal will be acknowledged by the HR Admin Team within 10 working days.

8. An appeal meeting will be arranged within 10 working days. All appeals will be heard by the Managing Director or his nominated representative and the outcome of the appeal will be confirmed in writing within 10 working days of the appeal meeting.

GROUNDS FOR REFUSING A FLEXIBLE WORKING REQUEST

All requests for flexible working will be considered on their own merits and on an objective and fair basis. Eligible requests will only be refused on one, or more, of the following grounds:

1. Burden of additional costs.
2. An inability to re-organise work among existing employees.
3. An inability to recruit additional employees.
4. The change will have a detrimental effect on quality.
5. The change will have a detrimental effect on Tayside Contracts' ability to meet customer demand.
6. Detrimental impact on performance.
7. Insufficient work during the periods the employee proposes to work.
8. Planned structural changes.

POLICY VIOLATIONS

Failure to comply with this policy may result in individuals being investigated and disciplinary action being taken against them in accordance with Tayside Contracts' Disciplinary Policy.

RELATED POLICIES

The Flexible Working Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Job Sharing
- Parental Leave
- Time and Attendance Policy
- Time off for Dependents

The above list is not exhaustive.

POLICY REVIEW

The Flexible Working Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact HR Services on 01382 812721 or employmentpolicies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk