

FLEXIBLE WORKING GUIDANCE

Flexible working is the variation of working hours, times, patterns or location. It enables employees to work in ways that allow them to achieve a balance between work and other personal commitments, and enables the University to manage peaks and troughs in work.

There are many different flexible working practices and below are a number of different options that can be considered by the University.

It is acknowledged that not all options will be suited to all Faculties/Services. Each request should be considered on its own merits and along with the needs of the service area.

	Benefit	Risk
<p>Part-time Working / Reduced hours These are hours that are less than full time hours i.e. 36 hours per week, paid at pro rata of the full-time equivalent salary for the role.</p>	<ul style="list-style-type: none"> Hours could be redistributed to other employees, introducing more flexibility and range of skills If the role can be redistributed, possible cost saving Retaining valued employees who cannot work full-time Enhanced work life balance for employee 	<ul style="list-style-type: none"> If there are only a few hours available it may be difficult to recruit If the vacant hours are not filled there could be a gap in service delivery The rest of the employee's duties may need to be reassigned
<p>Working Pattern Variation Allows staff to agree a particular work pattern around their own commitments and / or those of the University. This could include adjusting start and finish times, compressed hours etc. (compressed hours will only be agreed by exception with Dean/Director approval for a time limited period i.e. release for professional qualification)</p>	<ul style="list-style-type: none"> Allows staff to work flexibly around personal commitments, achieving a better work-life balance Recruitment and selection of staff who cannot work traditional hours 	<ul style="list-style-type: none"> If the team is unable to provide cover or the role requires attendance at specific times, this option might not meet the needs of the University Requires a different approach to support and manage employee performance Health and wellbeing implications if compressing hours
<p>Working from Home Allows staff to carry out some or all of their work from home, where the work allows.</p>	<ul style="list-style-type: none"> Better work-life balance, that fits with personal commitments Time saved commuting to and from work Attraction and retention of staff 	<ul style="list-style-type: none"> Not all roles are suitable for home working, many require personal contact Communication and team building can be challenging
<p>Job Share Involves two people sharing one full-time role on a joint contract</p>	<ul style="list-style-type: none"> Offers two different sets of skills and expertise Provides flexibility within the role Increased continuity and coverage of work during absences 	<ul style="list-style-type: none"> Uncertainty when replacing a partner who leaves and matching work pattern Relies on good communication Need to manage two staff in the role rather than one

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<p>Term-time only Hours worked during University term-time. Accrued annual leave paid with the salary and no leave taken during term-time.</p>	<ul style="list-style-type: none"> • Allows staff with school age children to be at home during school holidays • Staff will be working during the commonly busier University term-time 	<ul style="list-style-type: none"> • Will be difficult in departments that are busy all year round • University term-time does not match school term-time
<p>Flexi-time Flexi-time allows staff to vary their start and finish times, as long as they cover agreed core hours e.g. 10am to 4pm</p>	<ul style="list-style-type: none"> • Flexibility for staff and better work-life balance, while not affecting pay • Staff can take short periods of time off and make up the time another day • Staff can work more hours during busy times and take time back during quieter periods • Staff retention 	<ul style="list-style-type: none"> • Clear and accurate records need to be kept manually by the manager • Might not be suitable for all areas with specific busy periods • Risks understaffing at some times of the day
<p>Annualised hours These are hours calculated over the year rather than a week. This allows staff to work according to the peaks and troughs of work.</p>	<ul style="list-style-type: none"> • Could allow staff more time outside of work during quieter periods • Can increase efficiency, reduce overtime, and reflect peaks and troughs in work 	<ul style="list-style-type: none"> • Conflicts with busy periods and staff requesting time at home • Clear and accurate records need to be kept manually by the manager • Might not be suitable for all areas