



FLEXIBLE WORKING PROCEDURE

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Executive Director of HR
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Executive Director of HR

| Approved by: | Version: | Issue Date: | Review Date: | Contact Person: |
|---------------------|-----------------|----------------------|----------------------|---------------------------------|
| SEG | 1.1 | November 2019 | November 2022 | Executive Director of HR |

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1. INTRODUCTION

This policy seeks to support all staff to address their work life balance and to support staff development and opportunities for those who do not want to take up full time working. The policy also aims to retain experienced and skilled staff who wish to make changes to their working time/pattern or to help staff looking to phase into retirement.

2. ELIGIBILITY

This policy applies to all staff at Tyne Coast College who have more than 26 weeks employment service. This policy does not apply to agency workers engaged by the College via a third party.

Members of staff can only make one statutory flexible working request in any 12 month period.

3. TYPES OF FLEXIBLE WORKING

Flexible working refers to amending the working configuration of a member of staff, below are examples of flexible working requests:

- Change in the number of hours you work
- Change in the times you are required to work
- Change in the location where you are required to work

4. APPLICATION PROCESS

The College will seriously consider all requests for flexible working. If you wish to apply for flexible working you should complete the form attached to this policy and take this to your line manager.

Your line manager will constructively discuss your application with you.

Your line manager may be able to support your application, or may negotiate a mutually suitable compromise with you.

If your line manager is able to support your application they will submit this to the Assistant Principal/Business Operations Manager who will submit this for final approval.

You will be advised, in writing, of the outcome, of your application. Flexible working requests which are approved will form a permanent addendum to your employment contract therefore there is no automatic right to revert to previous work patterns once changed, unless the request is specifically made for a temporary term

If either your line manager or the Assistant Principal/Business Operations Manager are not able to support your application you will be informed of the decision outlining the reason why this cannot be supported. This reason must be for one of the following business reasons as set out in legislation:

- the burden of additional costs
- an inability to reorganise work amongst existing staff
- an inability to recruit additional staff
- a detrimental impact on quality
- a detrimental impact on performance
- detrimental effect on ability to meet customer demand
- insufficient work for the periods the employee proposes to work
- a planned structural change to your business.

The College will process all requests for flexible working within 3 months of an application received except where this period is mutually extended by the College and the employee.

5. APPEAL

Where an employee wishes to appeal a decision they must do so in writing to the next level of management where the request had been declined by their line manager. They must do so within 5 days of receiving notification of refusal.

The employee will receive notification of the outcome of the appeal within 10 working days of submitting an appeal.

The appeal decision is final and the employee may not make another statutory request for flexible working within 12 months of the date of the appeal letter.

6. POLICY REVIEW

The effectiveness of this policy will be monitored annually and reviewed every three years in light of experience and best practice. This mechanism recognises that changes as a result of experience and/or to employment legislation may prompt a review of the policy before the end of the three year period.

On considering the effectiveness of this policy, consultation will be undertaken with the Trade Unions, Employees and Managers to assist in the policy review and monitoring of this policy.



Application for Flexible Working

| | |
|---|--|
| Full name | |
| Department/School/Service | |
| Job Title | |
| Details of request | |
| Start Date: | |
| Temporary or Permanent Request | |
| Proposed New Working Pattern | |
| Head of School/Learning & Standards/Manager's Comments | |

I confirm that the above information is correct.

Signed (employee): _____ Date: _____

I confirm that I support the above request

Signed (employee): _____ Date: _____

Authorisation

| Post | Signature | Date | Recommended Yes / No | Comments |
|---|------------------|-------------|---------------------------------|-----------------|
| Line Manager | | | Yes / No | |
| Assistant Principal (where appropriate) | | | Yes / No | |
| HR Department | | | Yes / No | |
| Appropriate SEG member | | | Yes / No | |

HR Use Only

| | | | |
|--------------|-----------------------------|---------------------|----------------|
| HRIS: | Cc Payroll provider: | Cc Employee: | Cintra: |
|--------------|-----------------------------|---------------------|----------------|