



OFFICIAL
Under Review
Working Hours Policy



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Policy

It is the Policy of the Police and Crime Commissioner and Chief Constable for Gloucestershire to provide the opportunity to introduce alternative working by working different hours or patterns whilst maintaining our commitment to operational service delivery.

Policy Aims

The aim of the Working Hours Policy is to provide detailed information for managers, Police Officers, OPCC Staff and Police Staff on the different types of working arrangements that can be considered within the Office of the Police and Crime Commissioner (OPCC) and Gloucestershire Constabulary.

Legislation and Eligibility

General Eligibility for OPCC and Police Staff

An employee can make an application to care for either:

- ◆ children up to the age of 16
- ◆ A disabled child under the age of 18 who is in receipt of disability living allowance (DLA)
- ◆ An adult who requires care who is a spouse, partner, civil partner or relative; or who although not related to the individual, lives at the same address as them

An employee must have 26 weeks continuous employment and should not have made such a request for the last 12 months.

Student Police Officers

Student Officers will not be eligible to apply for an alternative working arrangement until they have successfully reached independent patrol status.

Police Regulations

Police Regulations 2003 allow Officers to apply for different working arrangements. These arrangements are detailed within this policy with guidance on how to apply. Managers should refer to the following paragraphs for that information. Within each alternative working section it will be detailed as to whether it is appropriate for a Police Officer to work such arrangements subject to operational requirements.

Gloucestershire Constabulary Eligibility

We allow ALL Staff and Officers to apply for an alternative working arrangement and all requests must be considered. This includes applications that are not in relation to caring for children or dependant adults. There is no restriction on how many times individuals can apply.

Alternative Working Arrangements

This policy provides information on a number of working arrangements, how the arrangement works and to whom it is applicable.

- ◆ [Part time](#)
- ◆ [Annualised hours](#)
- ◆ [Compressed Hours/Variable Shift Arrangement](#)
- ◆ [Flexi Time](#)
- ◆ [Working Away from the Office](#)
- ◆ [Term Time Working](#)
- ◆ [Fixed shifts](#)

Alternative Working Options

The Police and Crime Commissioner and Chief Constable, with the support of senior managers, recognises the real benefit to the health and welfare of our Staff and Police Officers, and the positive impact on the effectiveness and efficiency of the OPCC and Constabulary in encouraging and supporting alternative working options.

We seek to extend the benefits of alternative working to all our Staff and Police Officers wherever it is reasonable and operationally viable to do so. We are committed to providing working conditions that allow the workforce to balance their work and personal responsibilities whilst still maintaining our commitment to operational service delivery.

Overview of Legislation

The purpose of this policy is to extend, wherever possible, the principles of alternative working arrangements to the benefit of all individuals and to set out clear frameworks and options to assist managers and individuals involved in agreeing alternative working arrangements.

Consideration will be given for alternative working. However, not all circumstances are appropriate and if there is a clear, demonstrable operational reason why it is not practicable at that time, individuals will be advised accordingly. The ability to deliver the operational and organisational service requirements will at all times be the main consideration.

In addition the following broad areas must also be fully considered and weighed against the request, and any one of these would form the basis of a fair and justifiable reason for rejecting an application.

- ◆ Burden of additional costs to the department/Local Policing Area.
- ◆ Impact on ability to meet the needs of our customers (external and internal).
- ◆ Ability to organise work within existing/available staff.
- ◆ Impact on quality of the work produced.
- ◆ Impact on individual or department/ Local Policing Area performance.
- ◆ Ability to recruit staff to cover any gaps.
- ◆ Sufficiency of work during the proposed working periods.
- ◆ Planned structural changes (local reorganisations).

When considering a request for alternative working, the line manager could agree a trial period if there is uncertainty as to whether an arrangement could work. A trial period can be set in place to explore whether the arrangement could work in practice.

The effectiveness of the arrangement should be given at least 3 months to be assessed and 6 months will provide a full picture of how well the arrangement has worked and gives the individual and line managers opportunity to discuss and address any problems.

At the end of the trial period a discussion must take place with the individual and line manager to establish whether the arrangement is workable.

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If both parties are happy that the arrangement is working, the request can be made permanent. If the decision at the end of the trial period is that it does not work in practice the arrangement should be ceased and full justifiable reasons as per 4.2.3 for rejecting the request must be given.

To support alternative working in a fair, consistent and non-judgemental way we aim to:

- a) Offer a range of working options to enhance work life balance and will only refuse a request for alternative working on justifiable grounds. In all cases, any refused applications must be endorsed by the Local Policing Area / Department Head.
- b) Delegate responsibility for introducing and managing alternative working to line managers with support from appropriate advisers (People Service Centre, Occupational Health, Corporate Services).
- c) Encourage teams to develop their own practices to meet their work responsibilities and provide an efficient service delivery.
- d) Encourage a positive attitude towards all individuals who wish to develop a healthy work-life balance.

In some areas of the OPCC and Constabulary it may not be possible for line managers to make a decision on an alternative working request. Line managers will consider the needs in their own area of their business but in some cases they may not be able to consider the bigger picture of the department or Local Policing Area. In these circumstances the request must be taken to the Senior Management Team for discussion with support from the People Service Centre and should be approved by the Local Policing Area or Department Head.

We will provide all individuals with as much flexibility as possible, but there may be reasons why certain arrangements are not suitable.

These include:

- **The nature of the post**

The nature of some posts can be incompatible with some types of alternative work arrangement. For example, if there is only one person doing a particular job, it may be difficult for duties to be covered during absence and alternative working patterns that increase the amount of time off may be unsuitable. Similarly, if the post requires that certain tasks and duties are undertaken at a particular time, there may be no work to do at alternative times and therefore alternative working would not be a suitable option if it requires a major change to working hours.

- **Needs of the Department/Unit/Team**

Current methods of working may place different constraints on the work arrangements that can be introduced in different areas. For example, the Finance Team must have sufficient workforce at work at critical times of the accounting calendar. The wide variety of duties undertaken in different areas will mean that sometimes alternative working arrangements will be suitable for one group of individuals but not for others.

The line manager should consider whether the current work methods are appropriate or whether alternative procedures could be introduced.

- **Regular Review**

If at any time the individual or department feel that the working arrangement is no longer working or a change is required, a meeting should be arranged to discuss the current working arrangement and future amendments considered.

- **Service Standards**

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Alternative working will only be approved if it does not affect the standard of service that is provided by the Department/Unit/Team. Reasonable adjustments can be made to the way that work is carried out (e.g. changing the way that information is communicated) but some posts will remain unsuitable for certain types of alternative working.

- **Attendance requirements and abstraction rates**

Some areas have attendance requirements that require a certain number of individuals to be present at particular times and may restrict the types of alternative work arrangement that can be accommodated. For example, LPA Receptions are required to provide cover during certain hours throughout the week.

An alternative working scheme may involve working “core hours” to ensure individuals are available at peak periods or critical times.

Abstraction rates place a maximum limit on the number of people who can be absent at any particular time and may prevent individuals working different working times or prevent any further applications if a number of individuals already work in alternative ways.

What Is Work Life Balance?

Work-life balance is not just about parents juggling a home and family with work. We all have personal responsibilities that place pressure upon us from time to time and these can include:

- ◆ Undertaking a course of study or personal development.
- ◆ Caring for an elderly, sick or disabled relative.
- ◆ Accommodating leisure interests, voluntary work or personal appointments (i.e. doctors, school meetings etc).
- ◆ Observing a religious holiday or spending time alone at specific times for prayer.
- ◆ Overcoming a serious illness or traumatic event.

What Is Alternative Working?

Alternative working is an opportunity for us to think more creatively about how and when work needs to be done. Working different hours or patterns brings with it personal responsibility to make sure that the demands of our job within the context of the needs of the service are met. Alternative working can be introduced in one of two ways:

- a) by a line manager identifying a post that would be suitable or best worked in an alternative way and discussing a change in work arrangement with the post holder or advertising the post as suitable for different working arrangements when it becomes vacant; or
- b) by a member of staff requesting to change to alternative working.

The Benefits of Alternative Working

Alternative working enables us to have a healthy work life balance and also allows us to deploy resources according to demand. Rigid work patterns may not always meet the peaks and troughs of work to be completed, and a willingness from both managers and individuals to negotiate flexible work arrangements has advantages on both sides. The expected benefits are:

a) **Service improvements**

- ◆ Increased flexibility.
- ◆ Extended opening hours in support areas.
- ◆ Better cover and use of individuals.
- ◆ Reduced overtime and agency staff costs.
- ◆ Improved focus, concentration, motivation and productivity.

b) **Employee relations**

- ◆ Reduced absenteeism and lateness.
- ◆ More committed workforce.
- ◆ Improved morale.
- ◆ Individuals feel empowered and valued.

c) **Culture**

- ◆ Open communication between individuals and managers.
- ◆ Contribution towards the development of a change-orientated and innovative culture.

d) **Recruitment**

- ◆ Improved reputation as an “employer of choice.”
- ◆ Attract a wider more diverse workforce (especially people with disabilities, and part-time workers).

e) **Retention**

- ◆ Fewer resignations and less expense to replace and train new workforce
- ◆ Experienced individuals are not lost.

f) **Health and well-being**

- ◆ Reduces stress and tiredness.
- ◆ Reduces personal distractions during work time and work distractions during personal time.
- ◆ Individuals have more control over their management of work and home responsibilities.
- ◆ Improved ability to manage caring responsibilities.
- ◆ Opportunity to avoid traffic congestion.
- ◆ Increased opportunity to undertake leisure or study activities.

g) **Compliance with legislation**

- ◆ Compliance with flexible working legislation.
- ◆ Compliance with discrimination legislation.
- ◆ Compliance with health and safety legislation.
- ◆ Commitment to Diversity and Equal Opportunity legislation.

Who is Eligible to Apply for Alternative Working?

All police officers, OPCC staff and police staff, whether on full-time, part time, temporary, or permanent contracts may make a request to work alternative working arrangements. All requests will be thoroughly considered based on operational requirements and needs of the business area and will not automatically be accepted. Nothing in this document should be taken as giving a right to work any working pattern or arrangement.

OPCC and Police Staff are provided for under the Flexible Working Regulations and Police Officers are eligible under Police regulations to apply for different working arrangements. This policy should be used to introduce and manage such working arrangements.

Individuals who wish to request alternative working arrangements must complete the application form in this policy document and use this as a template for discussion and review with their Line Manager.

Changing to 'Alternative Working' may impact on **OPCC and Police Staff** Terms and Conditions of Employment. For example, if staff chose to work outside the "core" working hours on a alternative working arrangement they will not be eligible to receive premium rate payments for working early, late, extended hours or times that would normally attract extra payment (unless it is approved overtime). This must be fully explored and explained before confirming any new working arrangements with the Line Manager. OPCC and Police Staff must also be aware that if reducing their hours, any further return to a higher number of hours can not be guaranteed and must be applied for.

Legislation

The Working Time Regulations 1998 put restrictions on the number of hours that can be worked and when they are worked. Please refer to [Working Time Regulations](#) document.

OPCC and Police staff are not paid for their break periods, so break time taken should be deducted from any working time recording records.

Equal Opportunities

Everyone has a duty to ensure they do not show prejudice or bias towards or against a person for either making a request for, or working, alternative work arrangements. We must recognise that men and women often have equal responsibility as carers, and that men have an equal right to a healthy work life balance. Part-time workers are as committed to the organisation as full-time workers and must have the same access to career advancement, training and development opportunities. Work life balance must be equally available to all individuals including senior managers.

We are committed to the employment of individuals from all sectors of the community. Our actions should reflect this commitment and we should be aware that some individuals may have difficulty attending meetings, events or training outside their agreed work patterns, or working at short notice. Where this is not possible, many part-time and individuals working alternative working arrangements can often, with ample notice, re-arrange their schedules so that they can be available. It is recognised that there may be occasions when individuals will be asked to work outside their normal work pattern to accommodate this – and such a request should not be seen to be unreasonable if there are no alternatives and sufficient notice is given.



What is?

Alternative Working Options

A Part Time Working

A.1 Definition

'The number of contracted hours is reduced from full time (40 hours or 37 hours per week) in agreement with the employer and employee'.

A.2 If individuals would like to work fewer hours either permanently or on a short-term basis, there are a number of options available. Whilst line managers will thoroughly and fairly consider the application, it may not automatically be approved, so it is important that an agreement is met with the line manager before committing to changes to personal or domestic arrangements. The following options are available:

A.3 Part-time working involves working less than full-time hours. Hours are determined on an individual basis to meet personal circumstances and demand for staff/officers at particular times. Options for part-time working may include working less than five days per week or reducing the number of hours worked per day, although there may be other options that accommodate both the needs of the individual and their manager. There is no minimum amount of hours that an individual will be required to work, however all requests need to be agreed on a case by case basis.

A.4 A request can be made to work part time hours for a period of time, and built within this a plan to move back to full time. Temporary reduced hours means working fewer hours than normal for a fixed period of time before working the normal working pattern again. Individuals may consider reducing hours on a temporary basis for many reasons. For example if returning from an extended period of absence, e.g. maternity, adoption, paternity leave or longer term sickness. The temporary period needs to be discussed and agreed with their line manager and can be up to a maximum of 6 months.

A.5 A request can be made by 2 or more individuals to work in 1 full time post. This can be done by the individuals working the 37 or 40 hours per week between them, although each person has an individual part time agreement or contract for the hours they work. This is commonly known as job share.

A.6 For **OPCC and Police Staff** this needs to be detailed in the amended contract. Unless it is a temporary agreement the part time hours will be considered as a permanent arrangement. If a member of staff wishes to increase their hours in the same role in the future they will need to put in another alternative working arrangement request however there is no guarantee for an individual to go back to full time. They are however able to apply for other full time vacancies.

A.7 **Police Officers** have the right to go back to full time hours within 3 months of their request if they joined as a full time Officer. If they joined as a part time Officer they are not entitled to move to full time hours but can make a request to do so.

- A.8** Part time Officers and staff do not get enhanced overtime pay until they have worked over 40/37 hours (e.g. full time hours) in one week. For information on working on a rest/free day please see the [Overtime Guidelines](#)

A.9 OPCC & Police Staff

If a staff member is carrying out 2 roles, one role on one scale for a certain amount of hours and one role on another scale for a certain amount of hours it should be made very clear in their contract that they will be paid on 2 different pay scales based on the hours they are working for each scale and role.

- A.10** Working a Saturday as part of an alternative working request can be agreed but it must be made clear whether it is an individual request or a requirement of the organisation. If it is a request from the individual and a Saturday is not part of the normal working week but it is acceptable as part of a alternative working request that the duties can be carried out on a Saturday, the rate of pay will be at plain time. If it is however a requirement of the role to work on a Saturday individuals will be paid at the appropriate enhanced rates.

- A.11** If staff wish to be considered for part time hours and it is not possible to accommodate this in their department and they would like to be considered for part time working else where in the organisation they would need to apply for alternative roles in the normal way.

- A.12** If there is a need for a member of staff to work over their part time hours the OPCC and Constabulary can request them to do so but they cannot require them to do so. Overtime is voluntary. (link to overtime guidelines)

A.13 Police Officers

If the part time hours request can not be met in a Police Officer's own department or Local Policing Area they could be considered for a part time role elsewhere in the Constabulary through the Resourcing Unit.

- A.14** It is a lawful order if a Police Officer is asked to work over part time hours under Police Regulations and therefore would be expected to do so.

- A.15** In all situations where a reduction of hours is agreed, there will be impact on terms and conditions of employment. In particular, pay, shift allowances, holiday/bank holiday entitlement and pension entitlement will be affected and will need to be re-calculated for the relevant period. It is therefore critical for the involvement of the People Services Centre in any discussions and before entering into and agreeing any reduced hour working options.

A.16 Review

Working arrangements should be regularly reviewed on a quarterly basis and a formal annual review must be carried out. A copy of any working agreement must be sent to the People Services Centre for retention on personnel files. Likewise, any changes to working arrangements must be discussed in full with the People Services Centre before agreement.

B Annualised Hours

B.1 Definition

'A contract which specifies the normal number of hours to be worked over the period of a year rather than a day or week'.

B.2 Police Officers cannot under Police Regulations apply for annualised hours. Annual Hours therefore apply to Police Staff only.

B.3 This is an arrangement where an individual works a set number of hours over a certain period (normally a year) but rather than working set hours each week, hours are distributed over the year to coincide with variations in the amount of work to be done. This arrangement is particularly useful if work does not need to be done at a particular time or activity levels in the area of work vary over time. For example, work may be dictated by key events or organisational work priorities (i.e. HMIC/Operational audits, reporting periods, major operational events etc).

B.4 Individuals will normally work a fixed, minimum number of hours per week ('base hours') and additional optional hours ('reserve hours') which are held in a 'time bank' until they are needed.

B.5 During the year, the base hours are spread evenly. For example, individuals may work six base hours on each working day. If they are needed for extra hours, time will be taken from the time bank as required. For example, individuals could work just the base hours from January to April and August to December and work all the hours from the time bank during the summer months.

B.6 Through out the course of the year, individuals will work the same number of hours that would normally be worked if they worked 37 weekly hours in a normal working pattern. The hours that must be worked each year will be based on the weekly hours with a reduction made to account for the annual leave entitlement and bank or public holidays. If individuals work annualised hours, they must sign an agreement that outlines how the scheme will work. The agreement states how many hours must be worked and how the work hours will be determined.

Standard Annual Hours Scheme.

B.7 If individuals are full time, their base hours will consist of approximately 75% base hours and 25% reserve hours. The number of base hours that are worked each day may be rounded off for simplicity. For example, if individuals are full-time (i.e. work 37 hours per week), 75% of the hours is 27¾ hours. As this is equivalent to five hours and 33 minutes each day, individuals are likely to be required to work 27½ base hours per week as this figure is more manageable and is equivalent to 5½ base hours per day. Under the standard scheme, individuals will work between 70% and 80% of the hours as base hours and the remaining time will be added to the time bank.

B.8 If individuals work part time, they will work 70% - 80% of the hours as base hours.

B.9 The annualised hours year normally corresponds with the leave year. Arrangements from date of commencement to the end of the current leave year will therefore be calculated on a proportionate basis.

Department/Unit/Team variation on Annualised Hours Scheme

B.10 Managers have the discretion to introduce a variation to the standard scheme to suit the needs of the work team. If such a scheme is introduced, the following parameters must be determined:

- How the annualised hours will be split between base hours and reserve hours. For example, Managers may wish their team to work 50% base hours and 50% reserve hours. Increasing the number of base hours and reducing the reserve hours will reduce the amount of flexibility.
- Whether managers wish to introduce core hours when all staff may be present (e.g. all staff must be present between 10am and 12 noon during each work day or all staff must be present on Wednesday mornings). This will facilitate training and communication and avoid duplication.
- The period over which hours are worked (e.g. individuals could use one month or six months rather than a year).

- B.11** Any member of staff who has an Annualised Hours Agreement approved, must also agree to the conditions set out for this method of working and formally agree to any changes to their terms and conditions of employment.

B.12 Review

Working arrangements should be regularly reviewed on a quarterly basis and a formal annual review must be carried out. A copy of any working agreement must be sent to the People Services Centre for retention on personnel files. Likewise, any changes to working arrangements must be discussed in full with the People Services Centre before agreement.

Example of Annual Hours Working

Current hours	<i>Example (based on part time police staff working 15 hours per week)</i>
A Average hours per week	15 hours per week
B Average days per week	Three days per week
C Average hours per day	$a \div b = 15 \div 3 = 5$ hours per day
D Annual leave entitlement (pro rata for part-time staff)	9 days per year pro-rata (based on 22 days full time entitlement)
E Bank holiday entitlement ¹	3.25 days per year (pro rate entitlement for part time hours based on 8 annual bank holidays) See Note 1.
F Weeks per year	For police staff, 52.1429 weeks per year
G Gross days per year This is the number of days that you would work if you did not take leave for bank holidays or annual leave	$B \times 52.1429$ $= 3 \times 52.1429$ $= 156.4287$ days per year
H Net days per year This is the number of days you will actually work if you do not work any bank holidays and you take all your annual leave	$G - D - E$ $= 156.4287 - 9 - 3.25$ $= 144.18$ days per year.
Annual hours	
I Gross hours per year (i.e. hours including annual leave and bank holiday)	$F \times A$ $= 52.1429 \times 15$ $= 782.1435$ hours per year
J Hourly annual leave entitlement	$C \times D$ $= 5 \times 9$ $= 45$ hours per year
K Bank holiday hourly leave	$C \times E$ $= 5 \times 3.25$

¹[1] Note - the number of bank and public holidays can vary from year to year. This calculation does not include any statutory or discretionary days that should be calculated separately.

NOT PROTECTIVELY MARKED

	= 16.25 hours per year
L Net hours per year	$I - J - K$ = 782.1435 – 45 – 16.25 = 720.89 hours = 721 hours per year (rounded up)
Check To check your calculation is correct, multiply C x H. This should give you the equivalent of L.	L = 721 C x H = 5 x 144.18 = 721 (rounded up)

C Compressed Time

C.1 Definition

'Individuals work their total agreed hours over fewer working days'.

C.2 Compressed hours are available to OPCC, Police Staff and to Police Officers under the variable shift arrangement. This is where shifts are worked that are longer or shorter than the normal 8 or 7.4 hours over a defined period.

C.3 In this work pattern, individuals work the normal weekly or fortnightly hours over fewer days and have up to one day per week as additional non work day (pro rata for part time). These days are known as free days.

C.4 Compressed hours/Variable Shift Arrangements (VSA) allow individuals to work more hours each day but fewer days each week. This can benefit those who would benefit from additional days for other personal issues.

C.5 Individuals can take advantage of quiet times at the beginning and end of a shift/work day and may be able to avoid rush hour traffic and reduce the number of times per week you have to commute. The normal working day must not exceed 12 hours including lunch breaks.

C.6 Compressed hours/VSA can be worked on a set hours or flexible basis. If an individual works set hours they will begin and leave work at the same times each day.

C.7 If an individual works compressed hours on a flexible basis, they will not start at a set time, but be able to arrive and leave any time within certain boundaries agreed by the and the line Manager. For example, an individual could arrive at any time between 7.00am and 9.00am and leave anytime between 5.00pm and 7.00pm.

C.8 Department/LPA/Section Variation

Normally compressed time/VSA refers to more hours being worked each day. It is also possible to work more days each week. For example, if individuals work five days a week, over a six week period they could work six days a week for the first four weeks and three days a week for the remaining two weeks. The number of days that are worked in the six week period remains at 30 days, but the days have been compressed into the earlier weeks.

C.9 Review

Working arrangements should be regularly reviewed on a quarterly basis and a formal annual review must be carried out. A copy of any working agreement must be sent to the People Services Centre for retention on personnel files. Likewise, any changes to working arrangements must be discussed in full with the People Services Centre before agreement

D Flexi-Time

D.1 Definition

'Flexitime is where an individual is allowed to choose what time to begin and end work, ensuring core hours are covered'.

D.2 Police Officers are not able to work Flexi-time as Police regulations do not allow Police Officers to work Flexi-time.

D.3 Flexi-time allows the freedom to decide when an individual begins and leaves work and how long they take for lunch within the terms of the scheme. Individuals can vary the length of the working day to suit the amount of work they have to do and their personal preferences. Individuals do not need to work the same hours or number of hours each day. It offers more personal freedom, but also requires greater personal responsibility and monitoring. Managers have the discretion to introduce a variation to the standard scheme to suit the work area needs. This is particularly useful if the standard scheme offers too much flexibility.

D.4 Standard scheme - Hours of work

- a) Individuals must be present during core hours
- b) Must not begin work before 7am or finish work after 7pm.
- c) Must not work more than 11 hours in a day, excluding lunch breaks.
- d) Must comply with any service cover arrangements in the Local Policing Area /Department.

D.5 Credit Time

- a) If individuals work flexitime, they are not required to work the same number of hours each day or each week, but will have their hours reviewed over a four week period. The total working hours at the end of the four week period should equal four times the contracted working hours. For example, a full time member of OPCC or Police staff working a 37 hour week would complete 148 hours every four weeks. This is pro rata for individuals working reduced hours.
- b) If at the end of the four week period the individual has worked more than the required hours, they will have credit hours. Individuals cannot accrue debit hours under this scheme and are required to book approved absence through their line manager in the normal way if they wish to work less than the contracted hours. Credit hours will be carried over to the next four week period. Full time OPCC and Police Staff must not be in credit by more than 15 hours at the end of the period. If individuals work part-time, the maximum credit hours will be proportionate to the weekly hours (i.e. a part time member of OPCC or Police Staff on 25 hours per week should not accrue in excess of 11 hours $(25/37 \times 15)$).
- c) **If individuals have more than their maximum credit hours at the end of the period, the additional hours may be disregarded.** At the end of each four week period individuals must plan to take any accrued lieu time, in agreement with their manager, within the following four week period. Lieu time must not be allowed to accrue beyond the allowed limit – failure to comply with this rule of Flexi-time could result in disciplinary action and the removal of this discretionary arrangement. Accrued Flexitime not taken in the subsequent period will normally be lost unless there are **exceptional** reasons why this has not been possible. In such cases, steps should be taken to reduce the credit time as soon as possible and must be authorised by the line manager.

D.6 Overtime

Overtime is only payable if approved in advance to cover a temporarily increased workload or work outside your normal working hours for a specific event or purpose. Managers and individuals should wherever possible use the Flexitime rules to cover additional work requirements rather than agree overtime. The Police Staff Council handbook covers arrangements and remuneration for overtime for staff. The purpose of Flexitime is to ensure adequate cover is in place to cover extended or extra cover and there is an expectation that individuals, with suitable notice, will adjust their hours to meet any additional work requirement. If overtime is approved in accordance with the PSC conditions and Regulations, it should be agreed outside any flexible working

arrangement.

D.7 Flexi-leave

Subject to the staffing requirements for the area, individuals can apply to take credit Flexitime as Flexi-leave. Flexi-leave may be added to Annual Leave or other approved absence e.g. five days leave could consist of three days Annual Leave (ANL) AND two days Flexi-leave (FLX). Individuals may take up to 10% of your working days over a four week period as Flexi-leave. For example, if they work 20 days every four weeks, they can take up to a maximum of two days Flexi-leave every four weeks. ***Department Heads/Managers and all individuals must ensure that they do not have excess Annual Leave to carry forward at the end of the leave year. Managers may choose to “freeze” the accumulation of credit time over a period of time to enable staff to take their entitlement of Annual Leave.***

D.8 Recording Flexi-leave

Approved Flexi-leave should be recorded on Workforce Online as Permissible Absence (Time Off In Lieu) via submission of the appropriate time recording sheet. This timesheet may be replaced at any time by other approved time recording methods as introduced or required by the OPCC and Constabulary (i.e. Duty Management System).

Managers should review their staffs accrued hours in monthly job chats. If an individual is regularly exceeding the 15 hours flexi in any one 4 week period, there might be a resourcing issue that needs to be addressed.

D.9 Department/LPA/Section Agreements

a) Managers can vary the standard scheme to meet the service requirements of the work area. For example:

- Amend core hours to 9.30 am to 12 noon and 2pm to 4pm, so all staff are present for a morning brief that cannot be changed.
- Introduce an office cover system where staff must provide cover until 6pm on a rota basis.

D.10 Review

Working arrangements should be regularly reviewed on a quarterly basis and a formal annual review must be carried out. A copy of any working agreement must be sent to the People Services Centre for retention on personnel files. Likewise, any changes to working arrangements must be discussed in full with the People Services Centre before agreement.

E Working Away From The Office (WAFTO)

- E.1** Both Officers and staff may be able to work from a remote location other than the normal 'base' office. Officers and staff may also be able to work from home on an occasional basis for example writing reports or where the role involves a degree of autonomy. Home working can be agreed on a permanent basis for both Officers and staff but all conditions must be agreed and complied with before commencement.
- E.2** Working away from the office includes home working and remote working and enables you to work part or all of your working week from a location other than your normal "base" office. This can include other Police establishments (remote working) or working from home. Irrespective of the location of your workplace, it is still deemed as the "place of work" and consequently the OPCC or Constabulary must still meet all its requirements and obligations regarding the health, safety and welfare of its workforce. Remote working is working from a place more convenient to the individual than the normal place of work. For example, if individuals commute a large distance they could work from a police station nearer their home for part or all of their working time (subject to accommodation/work station etc being available) and satisfactory work arrangements being agreed with the manager.
- E.3** When working from a remote location individuals must also comply with the lone working guidelines. Please refer to the [Lone Working Guidelines](#).
- E.4** Individuals may WAFTO for one day which is not part of a formal agreement to carry out pieces of work that can be better achieved off site or by formal agreement work a regular pattern of some or all days per week at home or in a remote location. WAFTO can be particularly useful for you if individuals are included in standby or call-out arrangements and can undertake the work remotely. The implications and considerations to be made for home-working are considerable, and before making a request to work from home individuals must ensure the issues contained in this policy are fully considered.
- E.5** The benefits of properly organised and approved WAFTO arrangements include:
- ◆ Reduction in travel time, cost and stress.
 - ◆ Closer workplace to a local school, nursery or other facility used by dependants.
 - ◆ Improved quality of work due to fewer disruptions.
- E.6** Before individuals commence WAFTO arrangements, an agreement must be drawn up which covers:
- ◆ Process for monitoring and evaluating work.
 - ◆ Use of OPCC/Constabulary equipment.
 - ◆ Health and safety including risk assessments.
 - ◆ Storage facilities for information/ files (Note Storage can be electronic and physical).
- E.7 Review**
- Working arrangements should be regularly reviewed on a quarterly basis and a formal annual review must be carried out. A copy of any working agreement must be sent to the People Services Centre for retention on personnel files. Likewise, any changes to working arrangements must be discussed in full with the People Services Centre before agreement

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These conditions apply to working from home working arrangements and in signing an approved agreement; individuals also accept the following conditions:

In order for requests to be considered individuals will need to complete the following:

- ◆ Complete the alternative working request form to establish if the department agree that it is possible to work from home.
- ◆ If agreed complete the Security and Health and Safety checklist. The completed form will be assessed and it will be decided if a visit to the home is necessary. If any recommendations are made following this form being submitted they must be complied with prior to any approval.
- ◆ If it is agreed to work from home, part of the process would be that individuals may receive a 'no notice' inspection to their home and an annual inspection may be carried out. Any changes that are made to the home with regards to the working area from the original check should be advised to both the Information Security Vetting Manager and the Health and Safety Officer.

Communication with colleagues

If individuals work full-time from home, they will normally be required to attend a weekly meeting with their Manager. This is important to ensure that they are fully briefed on what is happening in their work area and gives them the opportunity to discuss any work issues or problems relating to their work arrangements. It is also an opportunity for individuals to attend meetings, collect documents, stationery etc and deal with post. Whilst working from home individuals must be contactable by phone throughout the agreed working day/hours.

Special arrangements may need to be put in place for the collection and return of work. Arrangements for collection and return of work should be agreed between the individual and the manager before any agreement is approved. No GPMS material should be sent by electronic transfer. The carriage of documents between office and home must be as per the GPMS policy. This requires documents to be carried in a portable lockable case. GPMS documents must not be sent by fax machine.

Security – Room or Work Area Security and Guidelines

Many aspects of security are taken for granted in the office but are difficult to replicate in the home. These guidelines must be adhered to wherever possible. Any working from home agreements, risk assessments and associated documents must be retained on the individuals personal file held in Central HR. Deviations from the guidelines must be included and recorded on the Risk Assessment Form. The manager and home worker should also retain a copy.

There should be a dedicated working area. If possible, a lockable room should be set aside exclusively for the purposes of official work. If that is not possible, the working area should be selected with a view to minimising and controlling unexpected interruptions from either family or visitors. Individuals must have a lockable cabinet as a minimum where personal data can be stored. Only the organisations PC's should be used at home. At no time should any personal home computer equipment be used for OPCC/Constabulary work.

If home-based workers are interrupted while at work, they must take care to ensure that official papers and protectively marked papers are not seen by others.

Protectively marked material must always be stored securely when home-based workers are not working on it, unless it is in a room where the door and windows can be locked, and they remain in the house.

The home worker will be required to appropriately store all protectively marked material securely when not in use. For this purpose they will:

- ◆ Have a lockable container for the secure storage of RESTRICTED material.
- ◆ Have the facility to lock away securely RESTRICTED material.

No Confidential material is to be taken home. Confidential materials require additional security measures and are not allowed to be taken home.

Due to the importance of keeping an accurate record of such material held outside the organisations, home-workers will be required to keep a single register, bearing an appropriate marking. All files, documents or other material (such as magnetic media or sets of slides) marked RESTRICTED, which have been received or raised, will be recorded in the register. This must be kept in date order, indicating:

- ◆ The date of receipt/origin;
- ◆ The name of the originator;
- ◆ The short title of the document/material;
- ◆ The reference number, if any; and

- ◆ The destination, with date. (This entry should be as comprehensive as possible, noting for example, the file reference if a document is simply filed, the addressee of any document despatched, and addresses of any copies, and the destruction of the document/material where applicable.

Any suspected breaches of security must be reported to Information Security Vetting Manager immediately and a failure to comply with security and other policies, e.g. Data Protection Act, may constitute a disciplinary offence.

Photocopying

Home Workers should be reminded of the importance of limiting the number of copies taken of any protectively marked document. They should take particular care to observe any restrictions on copying implicit in any security marking or specifically prescribed within the text or the document.

Home-based workers are not permitted to photocopy RESTRICTED material at home.

Home-based workers must ensure that copies of RESTRICTED documents are taken only on police premises using the OPCC/Constabulary equipment.

Destruction of Waste

All RESTRICTED and work related waste is to be returned to the OPCC/Constabulary by secure means as detailed on the [GPMS Policy](#) and shredded using force equipment or put in the shredding bins provided.

Telephone Security

Home-based workers must not discuss sensitive information on a non-secure telephone. Domestic telephones are vulnerable and unauthorised persons may record conversations. In addition, conversations may be overheard by family or friends in the home and inadvertently discussed elsewhere. RESTRICTED information is not to be used on private telephones unless (in cases of operational urgency) due caution is exercised.

Facsimile Transmission Security

Home workers must not use a fax machine from home to send any RESTRICTED documents. Any Faxes that need to be sent must be sent from police premises using OPCC/Constabulary equipment.

Printing

The printing of documents should be kept to a minimum. Any documents that bear a security marking must be treated and stored in accordance with that security classification. Again attention must be paid to spoilt copies and destroyed in accordance with the section on 'destruction of waste'. If a home worker is required to produce documents at home they must be provided with an OPCC/Constabulary printer and at no time should a personal printer be used.

Visitors to The Home

Home workers must accept visits from appropriate OPCC or Constabulary staff during their normal working hours for the following purposes: Line manager/supervisory, Information Security Vetting Manager, Occupational Health and Safety Officer and members of the IS Department staff who have a responsibility to ensure duties can be carried out effectively, safely and securely. Any non work related visitors must not be given access to work related material including GPMS RESTRICTED material.

Equipment

We will review on an individual basis the need for the provision of furniture/equipment required to accommodate home working. Subject to agreement, appropriate equipment/furniture will be installed, maintained, repaired and removed by the Gloucestershire Constabulary or behalf of the Police and Crime Commissioner (or as locally arranged with your Manager). The Procurement Policies and Procedures must be adhered to in relation to the purchase of equipment/furniture. All equipment/furniture will remain the property of the Police and Crime Commissioner and its recovery will be the joint responsibility of the relevant Line Manager and individual.

We will ensure that:

- ◆ Equipment is suitable for the job being done and regularly checked.
- ◆ Proper information and training is provided for its use.

We are responsible for the installation and maintenance of any equipment that we agree we will supply but the home-worker is responsible for the safety of the electric sockets and other parts of the electrical system.

The home-worker must take reasonable care of all equipment if supplied, and use it only for official purposes in accordance with operating instructions.

IT Equipment

Under no circumstances must personal computer equipment be used for official business.

If any OPCC/Constabulary IT equipment in the home requires maintenance, individuals must contact the IS Department to make suitable arrangements for its repair. Home workers will normally be required to take any equipment into the IS Department for repair.

Additionally:

- ◆ No software should be introduced onto the computer without express permission of the Head of IS Department/Information Security Vetting Manager
- ◆ Removable disks should not be used when working from home.

Health and Safety

Individuals must maintain safe conditions in their home and practice the same safety habits that are required to practice in police premises. Individuals must allow access to relevant areas of their home to allow OPCC or Constabulary staff to undertake a risk assessment or safety checks of any home based equipment and workstation. Individuals must complete an NCALT VDU assessment prior to approval for home working being given.

The Home Working Risk Assessment Form must also be completed and adhered to.

If viewing this document in 'Word' double- click the icon to access the Home Working Risk Assessment Form.



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Premises that do not satisfy the criteria set out above will be deemed unsuitable for Home Working and must not be used until the requirements are met.

First Aid / Reporting Accidents

It is good practice to keep a first aid kit close to the area of work in the event of any accident. If an accident occurs during the course of home-working, it should be reported as if it occurred on police premises.

Like office-based employees there is also a duty to report all faults associated with work equipment which may be a hazard to the employee's or others health and safety.

Fire

When using a home as an office, it is important that the Home Worker maintains a safe means of access to the equipment and adequate fire fighting equipment.

We will consider, as part of the risk assessment, whether a smoke alarm and appropriate fire extinguisher are available, which must be inspected at regular intervals.

Expenses

All expenses must be discussed and agreed fully with the manager before any formal agreements are made. This should include how expenditure will be recorded and evidenced, and the required approval process. Normally, staff working from home can claim for the following expenses:

- ◆ Postal charges for items posted during the course of your work (on production of receipt).
- ◆ Telephone charges for internet access and telephone calls made for work purposes and your line rental. (a fully itemised telephone bill must be provided).
- ◆ Approved expenses relating to the purchase of equipment or facilities to enable the home-worker to work effectively and safely at home (as approved by appropriate manager).

The following cannot be claimed:

- ◆ Travel expenses from the home to office/station location.
- ◆ Increased utility bills (except for telephone costs as stated above).
- ◆ Additional equipment (unless authorised in advance).
- ◆ Stationery (this must be collected from the office on your weekly visit).

Annual leave

Annual Leave must be agreed, approved and recorded in the normal way. Individuals should advise all colleagues of the times that they are on annual leave and ask them not to call them at home. Home workers must provide adequate arrangements for the safe guarding of OPCC/Constabulary work and equipment whilst they are on annual leave. If this condition is not met, the home worker may be required to return OPCC/Constabulary equipment and work for the period of their absence.

Sickness

If individuals are sick on a day that they are working from home, they must report their sickness to their Manager as soon as possible in the normal way. Managers must carry out return to work interviews in accordance with the [Attendance Management Policy](#).

Time Recording

Any staff working from home or remotely as part of their normal working patterns must record the hours they work and submit this through their manager. The manager will be required to regularly review the working hours and arrangements for remote/home workers and may, if this information is not available, refuse or withdraw any arrangements.

Property Issues, Taxation and Insurance Matters

We will be responsible for insuring the equipment/furniture that it places in the home. The home-worker is responsible for advising their home contents insurer that they are now working from home and that one of their rooms will be used partly but not exclusively for business purposes.

The insurers must also be informed that the OPCC/Constabulary property has been placed in the home if this is the case. If there are any changes to the home owner's insurance cover, or extra costs associated with the home working, they must advise their manager before starting any formal home working arrangement. The manager must ask and be shown a certificate of insurance by the home-worker that shows the OPCC/Constabulary property has been noted on the policy. If any extra costs are incurred by the individual associated with the home working, individuals will be required to meet the costs.

Based on current legislation, it is not envisaged that there should be any additional personal taxation or Benefit in Kind as a result of working from home. Individuals should always contact the Inland Revenue to confirm their own personal circumstances. It is our understanding that if the room used for home working is also used privately there should be no Capital Gains Tax liability. It is the individuals responsibility to verify this with Inland Revenue.

In relation to Council Tax, it is not expected that there will be any implications as a result of home working e.g. business rate charges. However it is the responsibility of the individual to investigate these issues.

Notification of Home working

It is the responsibility of the home worker to inform any relevant third parties that they will be working from home. This may include local authorities (i.e. Council Tax), mortgage providers or landlords, home contents insurance providers and the Inland Revenue.

Training/Development/Job Chats and PDR's

Before agreeing to any remote/home working arrangements, the manager and staff must agree on arrangements to ensure job chats, quarterly reviews and PDR's are completed. Staff will be required to access the EPDR system when they visit their base Local Policing Area /Department to ensure their EPDR is kept up to date and they have regular review meetings with their Manager.

Home-workers are eligible for and should have the same access to performance management and training and development opportunities as Police Officers, OPCC and Police Staff.

Value For Money Assessment

Each application for WAFTO will be reviewed to ascertain whether it provides value for money for the organisation. Prior to WAFTO being approved any additional costs incurred by the OPCC/Constabulary in facilitating the request must be authorised.

F Term Time Working

F.1 Definition:

'Opportunity to increase hours during term time to reduce hours during school holidays'

F.2 Police Officers cannot under Police Regulations apply for Term-time working. Parental or other unpaid leave could be agreed during school holiday periods.

F.3 Types of Term Time Working

- **Type One**

38 weeks per year during Term Time – agreed hours

14 weeks per year during school holidays – Zero hours

This type of working allows people with child care responsibilities to have time off in the school holidays if alternative childcare is not available.

- **Type Two**

38 weeks per year during Term Time – agreed hours

14 weeks per year during school holidays – agreed reduced hours

This is a pattern of work where an individual will work normal hours during school term times and reduced hours during school holidays (i.e. Christmas, Easter and Summer holidays and half terms). This arrangement may appeal to individuals if they have school age children and have difficulty in arranging childcare during school holidays or wish to spend more time with their children when they are on holiday.

Individuals can work this working pattern on a set hours or flexible basis. If the work arrangement is on a set hours basis, individuals will be required to work at specific times during term time and the school holiday. For example, they could work 9am to 5pm Monday to Friday during term time and 10am to 4pm during school holidays. If individuals work flexible term time working, they will be able to vary their arrival and departure times and possibly the length of their working day. For example, individuals could work flexi-time, but complete an average of 37 hours per week during term time and 20 hours per week during holidays.

It is also possible to vary the times that reduced hours are worked. For example, individuals could work their normal hours over the Christmas and Easter and half term holidays and reduced hours or zero hours only during the summer holidays.

F.4 Annual Leave and National Bank Holiday Entitlement will be calculated on a pro rata basis.

Type one – Annual leave is calculated by salaries for the 38 weeks term time hours and pro rata of the national bank holidays, and paid, as part of the salary, there is no annual leave entitlement to be booked as holiday.

Type two – Annual leave is calculated for the 38 weeks term time hours plus the 14 weeks school holiday hours plus pro rata of the national bank holidays and will be detailed in the terms and conditions of employment. This entitlement can be booked as holiday in accordance with the normal annual leave policy.

F.5 As an alternative to term time working, if eligible, parental leave can be requested during school holidays. Please refer to the [Leave Policy](#) for more information on parental leave.

F.6 Review

Working arrangements should be regularly reviewed on a quarterly basis and a formal annual review must be carried out. A copy of any working agreement must be sent to the department/ Local Policing Area, People Service Centre for retention on personnel files. Likewise, any changes to working arrangements must be discussed in full with the People Service Centre before agreement

G Fixed Shifts

- G.1 Definition:**
‘Agreed working hours where you work set hours that are not flexible either full time or part time’
- G.2** Both staff and Police Officers can work fixed shifts although Police Officers could be recalled to duty as per the Police Regulations at any time.
- G.3** Fixed shifts are a fixed set of hours that could either be a full time or part time working arrangement.
- G.4** An example of this arrangement would be a full time individual requesting to work 8am until 4pm every day which are not flexible but are not within the locally agreed pattern. A similar arrangement can also be made for part time working. For example an individual could request to work 3 days per week working 8.30am until 4pm each day.
- G.5 Review**
Working arrangements should be regularly reviewed on a quarterly basis and a formal annual review must be carried out. A copy of any working agreement must be sent to the People Services Centre for retention on personnel files. Likewise, any changes to working arrangements must be discussed in full with the People Services Centre before agreement.

Making a Request for Alternative Working

Application Process

A request for a change to the working arrangements must be made to the line manager on the Alternative Working Application Form. This should be completed in all instances even if it is only intended to work alternative arrangements on an occasional or ad hoc basis (e.g. working from home occasionally or varying hours on a short term basis).



Working Hours - New
Working Hours Applic:

It is important that individuals thoroughly consider how the request will impact on their duties and the service provided by their area. For example, how will alternative working affect colleagues, how will it be ensured that individuals remain fully briefed on departmental matters? The request will be stronger if suggested methods of overcoming potential problems are made. For example, a regular team briefing could be moved to another time or individuals could amend their ideal working pattern slightly to ensure that they are at work during the times when the team is busiest.

The line manager will consider the initial application and will **if necessary** take the request to SMT for consideration for Local Policing Area /Departmental authorisation.

Timescales for Application Process

When the Application form has been completed and submitted to the line manager they will arrange a meeting with the individual to discuss their application within 28 calendar days of receiving the request. It is important that both the applicant and their manager approach the meeting in a positive and open-minded manner. Individuals should be prepared to discuss how any negative impact could be reduced or overcome or if adjustments or compromises would be easier to accommodate in the area.

Managers will consider if any reasonable adjustments can be made which would assist the application (for example, moving the timing of a regular meeting, reallocating work or taking on additional temporary help).

Within 14 calendar days individuals will receive notification of the decision for their request. If their request is rejected they will need to decide if they wish to appeal in writing within 14 calendar days of receiving the decision.

Appeals Procedure

An appeal against decisions can be made and if the process, considerations or procedure has not been followed correctly.

Individuals have the right to appeal and must state the grounds for appeal, to the Local Policing Area Commander or Head of Department in writing within 14 calendar days of receipt of the line manager's decision. If the Local Policing Area Commander or Head of Department has been involved in the decision making process an alternative Local Policing Area Commander or Head of Department should be appointed to hear the appeal.

The Local Policing Area /Departmental People Service Centre will:

- ◆ Arrange a meeting within 14 calendar days of receipt of the appeal
- ◆ Provide relevant papers to the Local Policing Area Commander or Head of Department

The individual has the right to be accompanied to the meeting by a work colleague, Unison or Federation representative.

If all parties are in agreement, the appeal can also take the form of a paper-based process rather than an appeal meeting.

The individual will be informed of the outcome of the appeal and the reason for the decision in writing within 14 calendar days.

If it is difficult to meet within the set periods of time, agreement must be met by all parties to extend it.

Implementing / Evaluating and Reviewing Alternative Work Arrangements

General

The alternative work arrangements in this policy are not exhaustive and staff and managers should seek to develop innovative work arrangements that meet both service requirements and staff preferences.

Involve other team members in planning and designing work plans and be aware that the members of the team will have a good understanding of how their work can be organised and how the service they provide can be improved. Before any scheme is introduced, ensure that full consideration has been given to how it will operate and that the 'rules' of the scheme are communicated to all team members.

Consult the People Services Centre early and seek advice about how the scheme will operate, how it will be implemented and what documentation is required. The People Services Centre will also advise whether or not it is needed to formally consult on the proposals.

Trial Periods

As a rule, any new working arrangements should be subject to trial. Trial periods should be a minimum of three months and this period may be extended if required but not beyond six months. It must be clearly stated that it is a trial period and the new working arrangement is for a temporary period.

Reviewing Alternative Working Arrangements

If the trial period is successful, managers and individuals should review any alternative working arrangements regularly to ensure they remain valid and appropriate for both the individual and the organisation. A quarterly review of the working arrangements should be made. These discussions will provide an opportunity to discuss openly and honestly the successes and failures of the work arrangement. A formal review must be carried out every 12 months and recorded.

Monitoring and Recording Working Hours

Individuals must record their working hours on the flexible work time record irrespective of the scheme they are working. Times should reflect the time you actually start work (i.e. not the time you arrive at work) and time taken for lunch/meal breaks during the day should be deducted for OPCC and Police Staff. Individuals who leave and return to work on the same day may adjust their work record accordingly and ensure that explanatory notes are made against the day's entry (i.e. extended hours worked in evening due to attendance at and state the event).

The timesheet should be adjusted as follows to reflect the user's requirements and ensure it provides an accurate record of working hours and arrangements.

For periods of approved leave (i.e. annual leave, training etc) – record the normal actual or average working hours against each day. This will ensure that this absence is not deducted from any accrued lieu time.

For periods of approved lieu time – reduce the working hours to those actually worked or record 0 so that lieu time is automatically adjusted.

For compressed hours working, adjust the work sheet so that over the four week period it totals the required number of contracted hours (i.e. totals 37 hours over the four week period).

For other working arrangements, it is easier to adjust the working hours requirement over a longer period so that hours can be recorded and reviewed in light of the particular arrangements (i.e. annual hours, term time hours).

Disciplinary Action

Under any alternative work arrangement, individuals are required to work a specific number of hours. At times they may be unable to work the required number of hours for a satisfactory reason such as illness, and are required to follow the appropriate recording and reporting processes in place.

Alternative working is largely reliant on good faith and trust. Anyone who acts in a way that abuses the trust placed in them could jeopardise the scheme for **ALL** individuals. Abuse may include not attending work at the agreed times, taking advantage of minimal supervision whilst home-working or falsifying attendance records.

If individuals fail to work the required number of hours for an unsatisfactory reason or deliberately record time that has not been worked, they may be subject to disciplinary action, which could lead to a deduction being made from their pay, withdrawal of alternative work arrangements or dismissal.

Revising Alternative Working Arrangements

Where a working arrangement needs to be changed the [Management of Change Policy](#) will apply.

Where working hours or arrangements have been made in the current role **the entitlement does not follow into a new role**. If the individual requires to work the same arrangements a formal request must be made in the new role.

Responsibilities for Alternative Working

Responsibilities

We all have a responsibility for making alternative working arrangements work. Managers will give due consideration to applications but will remain focused on the service provision and the impact on other individuals. Individuals are required to give detailed and proper consideration to any applications and should be prepared to enter into discussions that are based on reaching agreements and compromise if necessary.

In electing to work unsociable or irregular hours as part of an alternative working arrangement it is important to remember that premium payments will not apply. As a rule, alternative working should focus on hours worked between Monday and Friday although occasional work, if it can be accommodated, may be worked at weekends (always involve the People Services Centre if weekend working is involved). Additionally, individuals working periodically or permanently away from the office may forfeit the use of a permanent workstation at their base.

Individuals are reminded that alternative working (outside the legislation) is not a right, and they should not assume that any applications will automatically be approved. Whilst our prime aim is to extend this arrangement to as many of our officers and staff as possible, we must also reserve the right to refuse applications where there is a justifiable reason to do so.

Monitoring

The policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention

Appendix A – Change History

Version 2.6	18 July 2019	Clarification regarding eligibility of Student Police Officers applying for alternative working arrangements
Version 2.5	9 June 2017	Included Generic wording under 'Monitoring' heading and placed 'Under review' AND 'OFFICIAL' marking on
Version 2.4	18 March 2015	Amended front page
Version 2.3	16 March 2015	Updated to reflect that the appeal process can also take the form of a paper-based process if all parties are in agreement.
Version 2.2	12 November 2014	Updated to reflect recording of approved flexi leave via Workforce Online.
Version 2.2	23 April 2014	Updated to reflect 2 nd transfer
Version 2.1	07 June 2013	Updated to reflect new structure in HR – SHRA to People Service Centre.
Version 2.0	23 May 2012	Updated to current style. Some paragraph numbering removed. Compliance section removed as superfluous.
Version 1.3	13 July 2011	Section E - Working from home conditions. Health and Safety amended, new Risk Assessment form included. References to Divisions changed to Local Policing Area.
Version 1.2	13 April 2011	Section 7.6 heading changed ('For Police Staff' deleted as section also applicable to Police Officers). Formatting changes
Version 1.1	23 December 2010	2.3.2 Updated to reflect Equality Act 2010
Version 1.0	9 November 2010	First publication of approved policy

Title	URN	Strategic Board	Author / Reviewer	Version	Date	Changes
Working Hours Policy	G199	PSSB	Tracey Webb	Version 2.6	18/07/19	As change history
EIA	EIA Sign Off	EIA Review Due		Guide Review		
Medium	22/05/2012	Bi-annually		Annually		