



Flexitime

Adopted [05/09/19] – Finance & General Purposes – Minute 1302ii

Flexible working time is now commonplace in many organisations and may improve working conditions for staff at the same time as improving efficiency in the organisation.

Any scheme should allow for staff to work at times which may better allow for personal circumstances, at the same time as ensuring the organisation is serviced at all key times.

The number of staff employed by Folkestone Town Council has increased and the demands of the roles undertaken are varied and there is a requirement of staff to work flexibly to meet with the operational requirements of the Council. However, given the small number of staff employed by the Town Council, we aim for the scheme to be simple to understand and administer.

Requests for Flexitime can only be made by employees with the statutory right to make a flexible working request i.e. those that have 26 weeks continuous service.

Scope

There is a requirement for appropriate staff to be available at the following times:

- Public opening of the Town Council offices weekdays from 10:00 to 16:00
- Public opening of the museum Monday - Saturday from 10:00 to 16:00
- Committee or Council meetings Tuesdays & Thursdays from 19:00 to 22:00
- Ad hoc meetings of committees at other times.
- During civic, community or museum events at weekends or evenings.
- In addition, any flexitime procedure should aim to minimise lone working.

Policy

Each employee who is covered by a flexitime arrangement can vary his/her hours around the core working periods. Individual staff members must take responsibility for recording their start and finish times, lunch breaks and total hours of work on a monthly basis and submitting their form to the Town Clerk, who will monitor the scheme and only act if problems are encountered (e.g. an individual working significantly more or less than their contractual hours).

- a) The period of time to be calculated 4 weeks with any time owed or accrued to be made up or taken within the next 4-week period, up to a limit of 30 hours credit and 7.5 hours debit.
- b) You cannot carry over surplus hours from one flexitime period to the next. Any surplus hours worked in any one flexitime period will be lost if they are not taken as time off within that 4 week flexitime period.

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- c) The flexi-time scheme should be used within agreed limits which meet operational requirements – The earliest that you can start work is 8.00am and the latest that you can start work is 10.00am.
- d) The earliest that you can finish work is 4:30pm and the latest that you can finish work is 7.00pm. This will involve only starting work before 8.30am in exceptional circumstances.
- e) Any flexitime must be agreed in advance with the Town Clerk as with all leave to ensure operational requirements are met.
- f) You should be aware that misuse of the flexitime scheme would be considered a potential disciplinary matter.

Certain roles may not be appropriate for flexitime working due to their specific tasks. If a new role is proposed to or recommended by the Town Clerk and she does not wish it to form part of the flexitime process, then this must be made clear in any proposal, otherwise it will be assumed that the post can work within the rules of this scheme

Working time limits

The council has to comply with working time limits and ensure that employees who do flexitime do not exceed reasonable working hours. The council is committed to ensuring that employee's working patterns do not compromise their health.

Monitoring of flexitime

The Town Clerk will monitor your flexitime to ensure that:

- it does not result in overtiredness or underperformance;
- it continues to fit into the council's operational needs;
- it does not place too much extra burden on your colleagues; and the flexitime systems is not being misused.