



FLEXI TIME SCHEME

Title	Flexi Time Scheme
Who should use this	All Staff
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Approved by Board	NA
Reviewer	Office Manager
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Review History

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Table of Contents	Page
1. Summary of Conditions.....	3
2. Principles of the Scheme.....	3
3. Band Width.....	4
4. Core Time.....	4
5. Lunch Period.....	4
6. Accounting Period.....	5
7. Credit Hours.....	5
8. Debit Hours.....	5
9. Flexi-leave.....	5
10. Business Absence.....	4
11. Time Debits - Settlement.....	5
12. Credit Hours for Authorised Absence	5
13. Flexi Recording.....	6
14. Monitoring.....	6

AYRSHIRE VALUATION JOINT BOARD

FLEXI-TIME AGREEMENT

1. Summary of Conditions

Band width	:	8.00 am - 7.00 pm
Core time	:	None
Lunch	:	Minimum of 30 minutes between 12 Noon and 2.00 pm
Accounting period	:	4 weeks
Maximum Credit hours Per period:		14 hours 20 minutes
Maximum Debit hours Per period		7 hours 10 minutes
Participants	:	All employees where flexible working is in operation

2. Principles of the Scheme

The scheme of flexible working hours must observe the following fundamental principles:-

- (a) The primary objective of the scheme is to allow employees covered to vary their starting and stopping times of work, from the normal starting and stopping times, to a degree which, whilst suiting their personal circumstances, should mean that in the majority of cases the total number of weekly hours worked should vary little from the normal contracted weekly hours and usually will equalise over the accounting period of four weeks. There will be exceptions to this, which are catered for within the terms of the scheme and which must be agreed between employees and management and reviewed periodically.
- (b) Standards of efficiency of service provided by the Board must be maintained and application of the scheme is dependent upon co-operation between employees and the Assessor to ensure provision of the service at all times throughout normal office hours.
- (c) It will not be possible for all employees to reconcile flexible working hours with the exigencies of the service or the requirements of their post. The Board therefore reserves the right to exclude from participation in the scheme subject to agreement with the appropriate Trade Union any post or posts which it considers are of such a nature

that inclusion in the Scheme will reduce the effectiveness of the service provided by the Board.

Whilst service provision must be paramount such employees or groups of employees will have the opportunity to show that flexible working hours, whether all in accordance with the scheme or in some other restricted form, can be operated successfully for his/her post or employee group. Any issue arising will be the subject of consultation with the appropriate trade union(s).

- (d) It is an essential requirement of the flexi-time scheme that Line Managers must make all necessary arrangements with staff to ensure appropriate staff cover for the proper delivery of the Board's services.
- (e) Employees participating in the scheme will have their working hours recorded by manual, mechanical, electrical or electronic means as determined by the Board. Employees must book in and out at the start and finish of each day, at lunch times and when leaving for business purposes.
- (f) Any grievances relating to the operation of the scheme should be pursued in accordance with the Board's normal Grievance procedures.
- (g) Any abuse of the scheme by an employee will result in that employee being excluded from the scheme and returned to standard working hours, and may result in disciplinary action, including dismissal.

3. Band Width

Any employee may commence work between at the earliest start time of 8.00 am and may finish at the latest finish time of 7.00 pm. Employees are expected to co-operate to ensure the workflow of the Board is not adversely affected by the system and the right is reserved by the Assessor or Nominated Senior Officer to require any employee to work at specified times in the period 8.45 am till 4.45 pm. Monday to Thursday, and 8.45 am till 4.00 pm. Friday.

4. Core Time

There will be no core time within the flexi hours referred to above. However, arrangements must be made to ensure that appropriate employee levels are maintained during normal operating hours to avoid disruption to the service.

5. Lunch Period

The lunch period shall be from 12 noon to 2.00 pm and each employee may choose the duration of the break, subject to service requirements and the approval of their Line Manager. Employees must book out and in at the start

and finish of their lunch break and a minimum of 30 minutes will be deducted.

Employees who fail to book out will have 50 minutes deducted.

6. Accounting Period

The periods over which debit or credit hours are to be calculated is 4 weeks.

The actual dates will be issued at the start of each year.

7. Credit Hours

The maximum amount of hours employees can carry forward from one accounting period to the next is 14 hours 20 minutes (pro rata for part-time employees). Employees will automatically lose flexi credits in excess of these hours at the end of the accounting period.

8. Debit Hours

A maximum of 7 hours 10 minutes flexi deficit can be carried forward to the next accounting period (pro rata for part-time employees) however this needs to be cleared by the next accounting period.

9. Flexi-leave

With the prior agreement of his/her Line Manager an employee may be granted not more than 1 full day during any accounting period, subject to a maximum of 10 per year (pro rata for part-time employees), and subject to accruing the appropriate credit in advance. In exceptional circumstances managers may grant flexi-leave where the employee does not have the appropriate credit in advance, however, this debit of hours which is being carried forward must be cleared before the start of the next accounting period.

10. Business Absence

Employees who are required to leave their work premises for business reasons must book out on business. Employees who are out on business over the lunch period will have 50 minutes automatically deducted.

11. Time Debits - Settlement

Settlement of any debits must be made within the next Accounting Period. Where at the end of an Accounting Period an employee is in debit, it is expected that at the start of the next accounting period a credit balance will be realised. Failure to do so will be considered to be an abuse of the system.

Employees with debits in excess of the permitted limit will be reported to the appropriate Board's Personnel Representatives by their immediate superior or Line Manager as appropriate. Two such consecutive debits created by any officer may result in the officer's exclusion from the Scheme.

Where a debit of hours is not cleared in the case of an employee leaving the service or transferring out of flexible working hours arrangements, the debit will be recovered by way of deduction from salary.

12. Credit Hours for Authorised Absence

In cases where an employee is absent due to holidays, sickness or for any other authorised reason, including duties outwith office and training, they will be regarded as having worked standard hours during the period of their absence as follows:-

One week : 35 hours

One day : 7 hours 10 minutes - Monday - Thursday
6 hours 20 minutes - Friday

Half-day : 3 hours 35 minutes - Monday - Thursday
3 hours 10 minutes - Friday

13. Flexi-recording

Each employee participating in the scheme shall be responsible for recording their own hours accurately. Employees are not permitted to tamper with another employee's record. Any misdemeanour of that nature shall be considered gross misconduct.

14. Monitoring

All employees participating in the scheme will have their records scrutinised by line managers on a regular basis to ensure that discrepancies and anomalies are rectified within the appropriate timescales. Any abuse of the Scheme will be dealt with under the Board's Disciplinary procedure.