

PRESCRIPTION PRICING AUTHORITY

FLEXIBLE WORKING

1. POLICY STATEMENT

- 1.1 The PPA is committed to providing a range of flexible working options for employees in order to maintain a committed and skilled workforce, able to deliver high quality, cost effective services in an environment which maximises opportunities for employees to balance work and personal commitments.
- 1.2 This policy sets out the flexible working arrangements that are available within the organisation and is supplemented by separate policies on different options.

2. PRINCIPLES

- 2.1 The PPA has an overriding responsibility to deliver timely services. It also has the right to seek ways of developing the capacity of its services, improving the capabilities of its employees and improving effectiveness.
- 2.2 The policy allows any employee the right to apply for a change in their contracted hours of work. Their request must be considered and if the request is denied a full and detailed reason for the refusal must be presented in writing.
- 2.3 No reasonable request will be refused, however, in certain circumstances the needs of the business may not allow for the request to be granted.
- 2.4 Managers will ensure that staff requesting and/or affected by flexible working are aware of the implications (if any) for their terms and conditions of employment e.g. salary, annual leave, pension. Managers should seek the help and assistance of their HR Advisor.
- 2.5 In accordance with the Authority's Equal Opportunities policy, this procedure will not discriminate, either directly or indirectly, on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or religious beliefs, age, trade union membership, disability, offending background or any other personal characteristic.
- 2.6 An employee has the right to be accompanied by their trade union representative or colleague at every stage of this procedure.
- 2.7 The policy and procedure will be reviewed periodically by the Human Resources Department and UNISON giving due consideration to legislative changes.

2.8 Examples of flexible working arrangements include: -

- Part time working

This is where an employee is contracted to a number of hours that are less than the normal hours of work of a comparable full time employee.

- Job share

This is normally where two people share the duties and responsibilities of one full time post in a partnership arrangement (please see Job Share policy and procedure contained elsewhere within the HR Manual).

- Term time working

*This is where there is agreement to allow an employee to take extended unpaid leave to coincide with the school holidays
Employees are paid on a pro rata basis according to their number of contracted weekly hours and the number of working weeks falling in term time
Annual salary is paid monthly in twelve equal amounts.*

- Flexible working

Flexible working allows employees to vary their actual working hours. This means that employees can vary their start and finish times to better fit their domestic responsibilities, travel arrangements or for work purposes.

2.9 For details of arrangements covering time for the care of dependants see the relevant policies within the HR Manual.

3. PROCEDURE

3.1 A request to change the contracted hours of work must be made by the employee in writing and must: -

- Identify the change and proposed start date.
- Explain their view of the effect on the employer and how to deal with it in their workplace.
- Relate to hours, time or place of work.

3.2 A meeting must be held to discuss the application no later than 28 days after the date of application.

3.3 A decision must then be made by the employer within 14 days and must be laid out in writing, detailing all of the facts and demonstrating the rationale behind the decision. If the proposal is agreed, the letter must include details of the new working pattern and the date of commencement. The decision will be made on a permanent basis, unless stated otherwise.

- 3.4 If the proposal is refused, the employee will be allowed another 14 days in which to appeal.
- 3.5 A meeting must take place within 14 days of the notice of the appeal and will be heard by the line manager of the manager who made the original decision.
- 3.6 The decision on the appeal must be given within a further 14 days and is final.
- 3.7 Employees are able to apply no more than once per year.