

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELL NEDD PORT TALBOT**

**FLEXI-TIME WORKING
SCHEME**

Application of Scheme

1. The scheme will apply to all eligible staff employed at designated administrative centres, except specified employees whose duties in the view of their Heads of Service are such as to prevent them participating in the scheme. Heads of Service will inform such employees individually where it is decided that participation is not possible.

Constraints

2. The success of the scheme depends on the common sense and goodwill of all employees and management. Employees are therefore expected, when necessary, to arrange their times of work to have regard to their current personal workload and to the overall pattern of work in their section/directorate.
3. **A Head of Service may require an employee to work at specified times within the bandwidth on any day if the workload in the directorate so requires.**
4. Offices will be open to the public as determined by Council and must be adequately staffed at all times to deal with enquiries, whether made in person or by telephone. Generally, it is expected that employees will arrange between themselves to keep offices properly covered, but if agreement is not forthcoming, or for any other specific reasons, an employee may be asked by his/her supervisor to revise his or her working hours to ensure that adequate cover is provided.

Office Opening Hours

5. The core hours during which main civic offices will be open to the public will be 8.45a.m. to 5.00p.m., Monday to Thursday and 8.45a.m. to 4.30p.m. on a Friday. These opening hours will be varied at certain other offices on a service needs basis.

The Working Day

6. The working day has been divided as follows:

Bandwidth	From 07.30 to 7.00 p.m. hours daily
Flexible Hours	From 07.30 to 9.30 a.m. hours daily
Core Time	From 09.30 to 12.00 p.m. hours daily
Flexible Hours (Lunch)	From 12.00 to 2.00 p.m. hours daily
Core Time	From 2.00 to 3.00 p.m. hours daily
Flexible Hours	From 3.00 to 7.00 p.m. hours daily

7. The above times apply to all employees for all days of the normal working week (Monday to Friday).

Core Time

8. Apart from periods of leave and sickness, employees must be at work during core time. Absences during core time are not allowed without the specific authority of the Head of Service or his/her designated representative.

Lunch Break

9. Employees shall take a break for lunch at any time between 12 p.m. and 2.00 p.m.

The lunch break must not be less than 30 minutes in duration and may extend to 2 hours. Failure to record a lunch break of 30 minutes will result in a debit of 2 hours being made.

Standard Working Week

10. For the purpose of crediting annual leave, sickness and other authorised absences the following standard times will apply:

Week	37 hours 00 minutes
Day	7 hours 24 minutes
Half Day	3 hours 42 minutes

Settlement Period

11. The settlement period will be 4 weeks in length.

Contracted Hours

12. The total of contracted hours that must normally be worked in any one settlement period is 148.

Maximum/Minimum Hours to be Worked in a Week

13. No specific limit is placed on the number of hours to be worked in a week beyond core time. Nevertheless, all employees are required to arrange their hours of work so as to avoid large fluctuations in the distribution of such hours. This will prevent excessive compensatory hours of work or time off elsewhere in the settlement period.

Carry Over Balances

14. The maximum number of hours that may be carried forward from one settlement period to the next are:

Credit	12 hours
Debit	12 hours.

Nobody will be allowed to carry over a debit balance larger than the permitted maximum. Any debit that exceeds 12 hours will be regarded as unpaid absence and may result in a deduction of salary. **THE PERSISTENT ACCUMULATION OF DEBIT HOURS IN EXCESS OF THE BALANCE ALLOWED MAY LEAD TO DISCIPLINARY ACTION AGAINST THE EMPLOYEE CONCERNED, AS WELL AS THE LOSS OF SALARY.**

Compensatory Leave

The maximum period of compensatory leave which may be taken in a settlement period is 1 1/2 days.

15. Compensatory leave may not be taken by someone who has not already accumulated a credit balance equal to or exceeding the duration of such leave.

16. When a half-day compensatory leave is taken, the hours worked in the remaining part of the day must include core time in either the morning or afternoon.
17. At the end of each settlement period any credit hours in excess of 12 hours will be automatically cancelled. In exceptional circumstances, a Head of Service may, after due enquiry, authorise the carry forward of hours in excess of credit and debit balances normally allowed to the next settlement period.

Authorised Absences

18. The standard times specified in Rule No 10 will be credited, as necessary, in respect of absence, for the purpose of hospital appointments. For other medical appointments, visits to opticians and dentists, a maximum of up to 1 hour per occasion will be credited. Officers are requested to arrange such appointments at a time which will minimise the requirement for time off to be granted during an officer's working day, i.e. appointments to be made as early as possible during the day, or after 3.00 p.m.

Duties Outside the Office

19. Where attendance on official duties away from the office necessitates the commencement and/or termination of work at times outside the bandwidth, credit will only normally be given for the hours worked between 7.30 a.m. and 7.00 p.m.
20. There may, however, be individual circumstances where hours worked outside the bandwidth will justify compensation and this will be dealt with by the Head of Service concerned.
21. For the purpose of attending post entry training programmes, only the standard day may be claimed.
22. For attendance at seminars and conferences at the request of the Council, credit will be given for the hours worked, subject to the hours being limited to those between 7.30 a.m. to 7.00 p.m.

Overtime

23. Without exception, all overtime must be authorised by the Head of Service beforehand.
24. No overtime payments will be made to participants in the flexible working hours scheme in relation to any hours worked during “bandwidth” hours, i.e. between 7.30 am and 7.00 pm on Monday to Friday.

Recording of Attendance

25. Employees are required to record their attendances and absences in accordance with the procedures approved from time to time.
26. Employees are individually responsible for the accurate recording of their working hours and under no circumstances whatsoever will an employee record hours worked on behalf of another employee. Any breach of this will be dealt with under the Council's disciplinary procedures.
27. All persons participating in an electronically operated scheme will be allocated a card/key with a unique code. Employees will be responsible for the custody of their cards/keys and must report any loss immediately. At the commencement of work an employee must register his/her attendance by "clocking in" at an entry unit; also when he/she terminates work he/she must "clock out" in the same way. Departure and return from lunch must also be recorded in this way, regardless of whether or not employees leave the building.
28. Time credits which are due to an employee in respect of authorised absences will be recorded by him or her on the Flexible Working Hours Adjustment Form for daily approval by the Supervising Officer and the subsequent updating of his or her attendance record.

29. Anyone leaving the office for business purposes is requested to press the Business Button when clocking in and out. If, for any specific reason, it is not practical for him or her to return to the office to clock in or out, then the system will automatically clock him/her out at 5.00 pm, and any debit or credit time must be entered on the adjustment form.

Termination of Service

30. During an employee's last settlement period (or part period) of service with the County Borough Council, an employee may continue to work Flexible Working Hours on the clear understanding that he/she works the full contracted hours. Failure to work contracted hours (including debit hours carried forward) will necessitate an adjustment to salary and possible delay in its receipt).

Abuse of Scheme

31. Because Flexible Working Hours hinges on trust, abuse of the scheme will be regarded in a most serious light and the offending person will be dealt with in accordance with disciplinary procedures.

N.B: Failure to observe the rules of the flexitime system will put your job in jeopardy.