



EVERYDAY FLEX @RBC

At Rushcliffe we take a holistic approach to flexibility, understanding that flexibility means different things to different people.

For some it means working from home for some of the week, for others it means working a mix of longer and shorter days rather than a standard 7.4-hour day, for others it means longer lunch breaks to go to the gym or have lunch with a friend.

There is no 'one size fits all' when it comes to flexibility, which is why we have Everyday Flex @ RBC. This is a scheme which facilitates day to day flexibility, while also allowing you to accrue up to 15 hours and take up to 1.5 days flexi-leave a month.

The following core principles are at the heart of Everyday Flex @ RBC:



Employee choice:

We want you to feel empowered to choose the working pattern that best suits the type of work being undertaken, the expectations of our customers and your own personal commitments. This may differ from person to person, day to day and week to week. Not every employee will want to utilise the scheme and may want to continue using the Smarter Ways of Working Principles.

Does it apply to everyone?

We aim to offer the Flex scheme to as many staff as possible, however it is recognised that the nature and requirements of some roles mean that the application of Flex is not possible. Inclusion onto the Everyday Flex scheme is determined by the manager in consultation with HR, based on whether the scheme is workable for their teams. In some situations, the scheme may apply on a limited basis with more restricted parameters set.

Manager Responsibilities:

- To arrange for the appropriate cover to be in place throughout the working day that is necessary to meet with the demands of the service.
- To ensure working patterns and flexibility are established and operated fairly within teams and across the organisation.

Employee Responsibilities:

- To establish a general working pattern that has been agreed with your manager. This will enable the manager to ensure that where necessary there is office cover/telephone cover for customers (internal and external).
- To understand that the full scheme may not be applicable in some teams due to operational requirements.
- To understand that taking flexi-leave is not a right and must be planned responsibly and in advance wherever possible.
- To understand that access to the scheme may be withdrawn at the manager's discretion, this may be linked to individual or team performance or for operational reasons.
- To communicate openly and honestly with managers and colleagues and to take responsibility for ensuring the system is used as set out in the guidance.

Everyday Flex Team Principles Document:

Each team will be expected to discuss and agree with their manager in advance how the Everyday Flex system will be operated. See Every day Flex Team Principles document.

Flexibility of Hours:

Once individuals have established a general working pattern that has been agreed with their manager, they can alter these hours, for example starting earlier or later or taking longer lunch break and working later in the day. This flexibility is to support work life balance and could be used as an opportunity to pick up children, attend an appointment or go to the gym for example.

However, this flexibility should be based on your own workload commitments and in-line with your agreed Team Principles document, to ensure it doesn't have a detrimental effect on your colleagues, customer service or service delivery. These changes should also be reflected in your Outlook diary (see figure 1) to enable transparency for the team.

Excellent service delivery is important to Rushcliffe and therefore working hours need to fit in with team and workload, and in some cases, working hours will be set and fixed by your manager. In these circumstances employee choice will be far more limited, however this does not necessarily mean that some flexibility cannot be provided on occasions.

Parameters of the Scheme:

Working days - Generally, it is expected that work will fit between Monday and Friday. Weekend work needs to be agreed ahead of time with manager and should not be the norm unless stated on your contract and/or job description.

Working Hours - It is expected that your working hours generally fit between 7:00 and 19:00. Working outside of these hours is permitted, and in some roles necessary, but should be agreed in advance with the manager.

Breaks - If you work more than 6 hours you will need to ensure you take a minimum of a 30-minute break. The hours worked in any given weekly period must not exceed 48 hours on average.

Travelling time - Personal travel time is considered your journey to/from your first/last visit or work location each day, whether this is the Arena or any other location.

If your journey to/from your first/last visit or work location is greater than your Standard Commute Time, you can consider the additional as work travel time.

Work travel time is considered any journeys that you take during the working day over and above your first/last journey of the day. This travel time counts towards your hours worked that day. Please refer to the Council's Travel Policy for more information.

Flexi-Leave – Where hours have been accrued, a maximum of 1.5 flexi-leave days (or three half-days) will be allowed on average per calendar month. For part time staff this is equivalent to 30% of the weekly hours per month.

Maximum Credit – Number of hours in credit should not exceed 15 hours (this should be pro rata for part time). There may be occasions where this needs to be increased due to workload and this can be facilitated by the Manager if appropriate, but should be for a limited period only.

Maximum Debit – Number of hours in debit should not exceed 5 hours (this should be pro rata for part time).

Time recording:

There is an Everyday Flex page on the annual leave system. This will be populated with your current working pattern. If you work your standard hours on a given day then you do not need to record anything. If you work more or less hours on a particular day then you need to record the changes on the annual leave system which will calculate a running total of time accrued. There is an option to record the details of why more or less hours have been worked but it is not mandatory for this detail to be given as a norm.

You do not need to record any changes to your daily hours worked if you are taking half a day or more of flexi-leave which has been requested via the annual leave system. Your hours will automatically be amended once your request is authorised by your manager.

Requesting flexi-leave:

Your manager will communicate their expectations for local arrangements in your team for when you wish to take less than half a day of flexi-leave. Half a day is 50% of the hours you would work on an average day, not 50% of the hours you normally work on that day – see FAQs for more detail. This could be a discussion, an email notifying them, or simply record the time in your outlook calendar – as agreed within your Team Principles document.

If you wish to take half a day or more flexi-leave this should be requested through the Everyday Flex page on the annual leave system. As with normal annual leave requests, your manager may refuse the request if business need or team cover dictates. Flexi-leave cannot be requested unless the hours have already been accumulated.

Withdrawal from the Scheme

In order to ensure that this system is being fairly used, managers will be expected to carry out regular monitoring. Managers will challenge staff if recording of hours is unclear, work outputs don't line up with hours claimed, excessive hours are accumulated or if flexi-leave is taken without necessary approval. Abuse of the system may result in withdrawal of the system for the individual and allegations of such misconduct may be dealt with under the Council's Disciplinary Procedure.

Figure 1:

