

Flexible Working Policy Statement

# Key Details

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| **POLICY TITLE** | Flexible Working Policy Statement  |
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| **APPROVING BODY** | Management Board |
| **VERSION** | 3.1 |
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| **IMPLEMENTATION DATE** | December 2002 |
| **POLICY OWNER (JOB TITLE)** | Chief People Officer |
| **UNIT / SERVICE** | People Services |
| **CONTACT EMAIL** | Lwilliams3@cardiffmet.ac.uk |

# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1.0 | Dec 2002 | First version |
| 2.1 | Nov 2011 | Name change |
| 2.2 | June 2013 | Welsh Language Standards compliance |
| 3.0 | October 2019 | Re-write |

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg** / This document is also available in Welsh

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# Introduction

## In line with its shared values and behaviours, the University is committed to supporting employees to achieve an appropriate work-life balance by providing access to a range of flexible working options.

## Flexible working is defined as working arrangements which allow employees to vary the amount, timing, or location of their work, to the mutual benefit of the individual and the University.

## The University is committed to the promotion of a healthy work-life balance for all and recognises that flexibility is highly valued by employees and that flexible working can offer benefits to both employees and the University.

# Purpose

## The purpose of this policy is to establish a flexible working framework for Cardiff Metropolitan University that can be adapted and added to in innovative ways that add to the learning and teaching experience, and satisfy employee needs wherever possible.

# Benefits

## It is recognised that flexible working can have a positive impact on both employees and the University.

## In relation to employees, there are many benefits to flexible working including:

### Supporting their work-life balance by enabling them to make more time for personal and domestic commitments.

### Improving employee well-being.

### Improving employee morale.

### Enabling employees to manage health and well-being activities around their working hours.

### Enabling employees to have greater control over their working lives.

## In relation to the University, there are numerous ways in which flexibility can have a positive impact, including:

### Increasing productivity, responsiveness and efficiency.

### Improving customer service by providing non-traditional service hours.

### Improving competitive advantage by promoting Cardiff Metropolitan University as an employer of choice.

### Promoting diversity by attracting a wider range of candidates.

# Principles

## Cardiff Metropolitan University is a multifaceted, diverse and complex organisation and therefore a “one size fits all” approach to flexible working would not be appropriate, nor would it allow the University to meet its service and operational requirements. It is not possible to apply flexibility consistently across the University and there will be justified inconsistencies in application.

## Flexible working practices will necessarily be applied in accordance with the service and operational needs of individual posts and wider teams, Schools and Professional Services.

## While this is not a contractual right, the University fully supports employees to engage in activities which support their physical and mental health and well-being during lunch breaks and before and after the working day. While persistent lateness is not acceptable managers are expected to allow a reasonable amount of discretion and flexibility in these circumstances.

## While flexibility to support well-being is encouraged, employees are expected to negotiate this time with their line managers.

# Policy Framework

## The main elements of Cardiff Metropolitan University’s flexible working policy are:

### Flexitime Working - Flexitime can help employees to combine their work and personal responsibilities and can help workflow to be managed more efficiently. By staggering working times, employees can make a contribution to reducing traffic congestion at peak hours and reduce the need for overtime or TOIL.

### Remote Working - Cardiff Metropolitan University will support remote working from home and other locations as a partial alternative to office work where this is appropriate. Such arrangements can reduce carbon emissions and improve efficiency. Home working may also be considered as a reasonable adjustment for some employees.

### Hybrid Working - is a combination of working remotely (this is often at home) and on campus. On the 1st March 2022, the University launched a pilot of hybrid working following the success of remote working during the COVID-19 pandemic. While hybrid working comes under the umbrella of flexible working, the University is currently operating a “test and try” of hybrid working to determine what works best for the University, for teams, and for staff. As such, all statutory requests for flexible working will continue, however the ability to operate permanently in a hybrid model is still being reviewed and will be of a temporary nature at this stage.

### Flexible Working Hours – There are a range of flexible working options such as a nine-day fortnight, annualised hours, staggered working arrangements with banked hours, a mixture of office based and remote working, a temporary reduction or increase in working hours, that may meet service needs where there are planned peaks and troughs in workload, or when an employee needs a flexible work pattern to cope with competing work-life demands, e.g. caring responsibilities.

### Job Share Working - Job share can be an extremely productive working arrangement and is promoted as a proactive method of recruiting to positions that cannot be filled on a part-time basis. It needs to be clear to all parties of a job share arrangement that the neither job share partner has a “senior” status, and in the event of a job share partner leaving, then the arrangement can only continue if another partner is recruited.

### Part-time Working – Cardiff Metropolitan University employs a large number of employees in a range of part-time positions, e.g. term-time (part week or full week), full-year part-time (part week or full week. Part-time employees are entitled to the same terms and conditions of comparable full-time employed within Cardiff Metropolitan University.

### Career Breaks - A career break may provide an employee with a substantial period of unpaid leave during which their length of service will be maintained. The expectation is that this opportunity will benefit Cardiff Metropolitan University as well as the employee. Subject to there being a cost neutral effect to Cardiff Metropolitan University, including the provision of a suitably experienced replacement then a career break for up to one year may be agreed. The employee can expect to return to a position of similar standing within the organisation; this may not be the same job.

### Discretionary Well-being Time - Three times a week, staff have the opportunity to take 15 minutes out of work for wellbeing activities. In these circumstances, the following principles will apply:

* Discretionary well-being time is a benefit and is not a contractual right.
* This is not a reduction in working hours and employees must ensure that they make the time up and fulfil their contractual hours.
* Employees must seek prior approval from managers before taking discretionary well-being time.

# Statutory Procedure

## Should employees wish to make a formal request to work flexibly, they should do so in accordance with the University’s Statutory Right to Request Flexible Working Guidance which can be found on the People Services Unit Site.

# Policy Statement Revision

## The People Services Department will proactively advise, support, and monitor the application of this policy and procedure.

## To ensure it is relevant and effective, this policy will be reviewed every three years or where there is a change in the University’s requirements, employment legislation or case law.