

# UHI | INVERNESS

## STAFF FLEXIBLE WORKING POLICY

REFERENCE: PL/HR/2014/005

Lead Officer	Vice Principal – Operations and External Relations
Review Officer	Head of Human Resources
Date first approved by BoM	March 2009
First Review Date	March 2013
Date review approved by BoM	27 <sup>th</sup> June 2023
Next Review Date	June 2026
Equality impact assessment	Yes

Reviewer	Date	Review Action/Impact
HR Manager	2016	Reviewed by BoM - approved
HR Manager	June	Review approved

## **Contents**

1. Policy Statement .....	3
2. Legislative framework/ related policies.....	3
3. Scope .....	4
4. Definitions .....	4
5. Responsibilities .....	4
6. Monitoring .....	5
7. Review .....	5

## **1. Policy Statement**

Whilst there is legislation outlining the statutory rights of staff who wish to make a flexible working application, UHI Inverness is committed to promoting the equality of opportunity for all staff through its approach to requests for flexible working.

The purpose of this policy and procedure is to:

Outline an employee's statutory rights and explain the process for making a Flexible Working Application.

Where operationally and financially viable, help employees to achieve a healthier work-life balance by, where possible, supporting individuals to work on a flexible basis.

UHI Inverness will give thorough consideration as to the practicalities of requests for flexible working arrangements from any member of staff, not just those who are eligible under the legislation. However, staff should not assume that any application made will be automatically accepted.

## **2. Legislative framework/ related policies**

- Employment Rights Act 1996
- Employment Act 2002
- Employment Relations Act 2004
- Employment Rights (Flexible Working) Act 2023
- Work and Families Act 2006
- Equality Act 2010
- Flexible Working (Procedural Requirements) Regulations 2000
- Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002
- ACAS (Flexible Working) Arbitration Scheme (Great Britain) Order 2004
- Flexible Working Regulations 2014
- Maternity and Parenting Leave Policy and Procedure
- Use of College Equipment and Network Access Outwith the UK
- Talent Management Strategy

---

### **3. Scope**

Staff have a statutory right to:

- Apply for flexible working from day 1 of employment; and
- Make up to 2 applications for flexible working in any 12-month period.

However, consideration will be given to all flexible working applications received, not limited to only those submitted by staff who fulfil the statutory requirements.

This policy does not apply to applicants not currently employed by UHI Inverness. Similarly, existing staff applying for alternative roles within UHI Inverness should do so on the basis of the working arrangements advertised rather than assuming that any existing flexible working arrangements will be maintained.

### **4. Definitions**

The term “flexible working” describes any working arrangement whereby the working hours, and/or time, and/or location that work is undertaken, are different from the standard practice or that which is defined in the employee’s contract of employment.

The standard practice for staff at UHI Inverness is 35 hours per week worked Monday to Friday between the hours of 08:00 and 18:00 with a 1-hour unpaid break.

### **5. Responsibilities**

#### **5.1. Human Resources (HR)**

- Provide advice, guidance and support to managers and staff on the application of this Policy and Procedure.
- Submit all Flexible Working Applications to the Staff Resource Panel in a timely manner.
- Write to staff, informing them of the outcome of their Flexible Working Application, within 2 months of being received.
- Monitor trial periods for approved flexible working arrangements.
- Inform staff in writing of any permanent changes to their contract of employment.

#### **5.2. Line Managers**

- Discuss and finalise Flexible Working Applications with staff prior to submission to HR and the Staff Resource Panel.

- Submit Flexible Working Applications to HR in a timely manner.
- Complete the Employee Change Notification form and submit to HR in a timely manner upon receipt of the Staff Resource Panel outcome email.
- Monitor the suitability of any new flexible working arrangements during the trial period, discussing with the employee and reporting back to HR.

### **5.3. Staff**

- Discuss proposed applications for flexible working with the line manager in the first instance.
- Submit finalised applications for flexible working to the line manager on the appropriate application form.
- Participate in discussions with the line manager in relation to the suitability of flexible working arrangements trialled during the trial period.

## **6. Monitoring**

Each college policy will be reviewed regularly, and its implementation and effectiveness monitored. Appropriate procedures for reviewing and monitoring are the responsibility of the policy lead officer. These procedures will be subject to audit by the Quality department.

The following performance indicators will be used to monitor implementation of the Staff Flexible Working Policy and Procedure:

- Number of Flexible Working Applications received.
- Nature of Flexible Working Applications received (e.g., reduction in working hours, change to work pattern, etc.).

Further breakdown of these performance indicators will be used to identify any emerging patterns on Flexible Working Applications and wider organisational performance.

Monitoring of performance indicators will take place at the HR Committee on a quarterly basis.

## **7. Review**

This policy and procedure will be reviewed on at least a 3 yearly basis, to continue to meet college requirements and any legislative changes to ensure currency of content.

This policy must be complied with as outlined above and will be audited regularly with reports going to the appropriate committee.