Derry Hill & Studley Parish Council Flexible Working Policy

1. Introduction

Derry Hill & Studley Parish Council recognises the importance of flexibility in working arrangements to accommodate individual needs and promote work-life balance. This policy outlines the guidelines for flexible working arrangements for the benefit of all employees, with a focus on accommodating the unique working pattern of the Parish Clerk.

2. Eligibility

This policy applies to all employees of Derry Hill & Studley Parish Council, including the Parish Clerk, who seeks to establish a flexible working arrangement.

3. Flexible Working Arrangements

3.1 Working Hours

The Parish Clerk is employed to work 15 hours per week, with pre-approval for 2 hours of overtime per week if necessary.

3.2 Rolling Pattern of Duties

The Parish Clerk has a rolling pattern of duties over a monthly period, requiring flexibility in scheduling.

3.3 Monitoring of hours

The parish clerk is required to keep a record of hours worked over a four-week period. Minimum of 60 hours to be worked.

3.3 Carry Over of Excess Hours

a. A maximum of 8 hours may be carried over from each four-week period.

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b. Any excess hours beyond this limit must be paid at the standard hourly rate.

c. if there is a consistent carry over of hours and overtime being paid then a formal review of the contracted work hours must be carried out.

3.4 Overtime

Overtime beyond the pre-approved 2 hours per week must be pre-authorised by the Council. Overtime should be kept to a minimum and should not exceed the maximum weekly limit set by relevant employment laws. Overtime is paid at the standard hourly rate.

4. Review and Monitoring

This policy will be subject to periodic review by the human resources committee to ensure its effectiveness and relevance. Any necessary adjustments will be made to accommodate changes in working practices or legislative requirements.

5. Confidentiality

All discussions and decisions regarding flexible working arrangements will be treated with confidentiality, ensuring privacy for the individuals involved.

6. Grievances

Any grievances related to flexible working arrangements will be addressed in accordance with the Council's Grievance Policy.

7. Contacts

For any queries or further information about this policy, employees may contact the Human Resources Committee.

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