



DEVON & CORNWALL CONSTABULARY

Force Policy	PART-TIME AND FLEXIBLE WORKING POLICY
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**DEVON & CORNWALL CONSTABULARY POLICY - D152
PART-TIME AND FLEXIBLE WORKING POLICY**

VERSION DATED: 26/04/10

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2.0 POLICY STATEMENT

- 2.1 Devon & Cornwall Constabulary is committed to maintaining effective operational capacity across the Force, allowing us to deliver service at a consistently high standard, whilst at the same time meeting the needs of a diverse workforce and improving potential for work/life balance.

- 2.2 The Force is committed to providing opportunities for people to give of their best at work and at home and will consider a range of flexible working options to support the delivery of the Force aim, to provide a sustainable work-life balance for officers and staff.
- 2.3 Although there is no *right* to work a flexible work pattern there is a right to request to work flexibly. Applications for flexible working patterns will be *considered* for all roles unless the role has been objectively justified as being unsuitable for flexible working.

3.0 INTRODUCTION

- 3.1 The purpose of having 'People Management' policies is to provide individuals with an understanding of the organisation's commitment and approach to a variety of people management matters.
- 3.2 Force policies aim to combine integrity with good standards of people management and provide details on how matters will be addressed. It is not possible to cover every eventuality and therefore on occasion it might be necessary to vary from the stated policy or procedures. Such variations will be for the purpose of ensuring equity and fairness and ensuring that matters are dealt with in the most efficient/appropriate way. Any variance should be justifiable in these terms.
- 3.3 This Policy supports legislation and guidelines contained within (but not limited to):

Employment Rights Act 1996

Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002

Flexible Working (Procedural Requirements) Regulations 2002

ACAS (Flexible Working) Arbitration Scheme Order 2004

Home Office Circular [31/2005](#) The Police Pensions (Part-Time Service) Regulations 2005

Apprenticeships, Skills, Children and Learning Act 2009

Home Office Circular [32/2003](#) Flexible Working in the Police Service

Home Office Circular [47/2001](#) The Police (Amendment) Regulations 2001

Home Office: Flexible Working Options: *A guide for officers, support staff and line managers in the police service*

Working Time Regulations 1997

4.0 PRINCIPLES/ETHOS OF THE POLICY

- 4.1 The term Flexible Working includes part time working, working from home, term-time working, working compressed hours, working shifts, flexitime, job sharing and annualised hours. ([Appendix 1 Definitions](#)) *Not all work patterns will be suitable for all roles.*
- 4.2 Police staff and police officers are governed by different regulations that may affect their flexible working options.

NOT PROTECTIVELY MARKED

- 4.3 This policy is supported by a series of practical procedures (see Step by Step – Part Time & Flexible Working) to assist with its effective/consistent implementation. The overriding principles of the policy are:
- 4.4 Individuals can request a flexible working pattern for any reason in an effort to aid their work/life balance or to undertake additional studies or training. This does not affect an individual's statutory rights.
- 4.5 To apply applicants must be an officer or staff member of Devon & Cornwall Constabulary, not have submitted an application in the past 12 months and must not be a Student Police Officer asking to work less than 24 hours per week.
- 4.6 The Force will give serious consideration to all requests to adopt a flexible working pattern, however there is no automatic entitlement for this request to be granted.
- 4.7 Line managers will adopt a reasonable, fair, open and non-discriminatory approach to all flexible working applications.
- 4.8 All applications for flexible working patterns will be considered and responded to within 28 days. Where a delay is likely the individual will be kept informed of progress and likely timescales.
- 4.9 Applications will either, be granted and confirmed in writing, or where there is need to discuss the application further, the individual will be invited to a meeting to discuss the request further.
- 4.10 Individuals have the right to be accompanied by a work colleague, trade union or Police Federation representative if invited to attend such a meeting.
- 4.11 Police Staff may make no further applications in the 12 months following the request. Police Regulations allow for Police Officers to request to return to full-time duties at any time. This should take place within 3 months of the request being made. However there is no automatic right to full time duties in the current role or section/unit and it may mean taking up another post (in the same rank), if there is nothing suitable within their current section/unit.
- 4.12 Flexible working arrangements are subject to review. Operational needs may necessitate changes to working patterns or the nature/level of cover required, etc. Where this is the case the line manager will discuss the circumstances with the individual and look to agree a more suitable pattern with appropriate notice.
- 4.13 Where applications are rejected the individual will be notified in writing of the grounds on which the application was refused.
- 4.14 Where an individual fails to attend a meeting on more than one occasion or fails to provide information required to properly assess an application, this will result in the line manager treating the application as withdrawn.
- 4.15 All individuals have the right to appeal any flexible working decision, within 14 days of the notice being received in writing.

5.0 AUDIT DECLARATION

- 5.1 This policy has been drafted in accordance with principles of Human Rights legislation, the Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995, the Policing Bureaucracy Gateway & Freedom of Information Act 2000. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

6.0 MONITORING

- 6.1 The line manager (or manager handling the case) will be responsible for monitoring the process locally at each stage, ensuring it is handled effectively and that time scales are being adhered to, as well as ensuring all parties are kept informed of progress/the outcome of the process.
- 6.2 Applications for flexible working and the subsequent outcomes will be recorded on the individual's personal file.

7.0 REVIEW AND OWNERSHIP

- 7.1 This Policy is owned by the Head of People Services who will ensure a review of this policy is undertaken on a two yearly basis.

8.0 USEFUL LINKS

- 8.1 Practical procedures to assist with the effective and consistent implementation of the policy can be accessed via the following link: [Step by Step - Flexible Working and Change of Hours](#).
- 8.2 For enquiries relating to this policy contact the People Services Centre on ext. 22020 (direct line: 01392 452020) or via e-mail by selecting People Services Centre – Human Resources - Operations.

APPENDIX 1

DEFINITIONS OF FLEXIBLE WORKING

A **flexible working pattern** may be full-time or part-time; not all flexible working arrangements will be suitable for all roles and will be considered on an individual basis between the line manager and the individual with support from the People Services Centre.

1. [Part Time](#)
2. [Part Time Job Share](#)
3. [Phased Return to Work](#)
4. [Temporary Reduction in Hours](#)
5. [Flexi-time](#)
6. [Compressed Hours](#)
7. [Annualised Hours](#)
8. [Self-rostering](#)
9. [Fixed-shifts](#)
10. [Term Time Working](#)

11. [Variable Working Hours](#)
12. [Home Working](#)
13. [Working From Home \(occasional\)](#)
14. [Career Breaks and Unpaid Leave](#)

1. PART-TIME

This applies to officers and staff who work less than full time hours (i.e. less than 37 hours for police staff and less than 40 hours for police officers). The variations include:

- Working fixed hours each day or each week
- Rotating hours or shifts
- Flexible hours according to demand

2. PART TIME JOB SHARE

A part time job share is typically a full time role covered by two individuals working part time. The hours worked do not necessarily need to be split 50:50, they can be discussed and arranged to suit the needs of the business area and the individuals.

3. PHASED RETURN TO WORK

This could apply when an officer or member of staff is returning to work after a lengthy period absence (e.g. returning from a career break or maternity/adoption leave). This scheme allows a reduction in the number of normal hours, initially on a temporary basis before returning to full time or normal hours of work.

4. TEMPORARY REDUCTION IN HOURS

This arrangement allows for a temporary reduction in working hours for a set period. For example, to help balance work and family life at a time of crisis or unforeseen circumstances.

5. FLEXI-TIME

Flexibility in starting and finishing times, whilst covering core times. This gives flexibility to cope with the peaks and troughs of work; balance family responsibilities; and the opportunity to accumulate hours which may be taken off at a later date (e.g. to attend children's school activities, doctors and dentist appointments, home deliveries etc.)

6. COMPRESSED HOURS

This arrangement enables officers and staff to carry out their basic work in fewer than five days a week or ten working days a fortnight. This may mean a 4-day week or a 9-day fortnight.

7. ANNUALISED HOURS

This scheme works on the basis of agreeing a fixed number of hours over the year and then balancing the hours out across the year. This allows managers to match resources more effectively to demand (e.g. covering periods of annual leave or high volumes of work).

8. SELF ROSTERING

This arrangement means that staff have the ability to schedule their working day collectively to meet the requirements of staffing levels and skills mix.

9. FIXED SHIFTS

This scheme allows officers and staff to work the same shift pattern every week.

10. TERM TIME WORKING

This practice involves staff working during school term time periods and either not working during the holidays or working reduced hours.

11. VARIABLE WORKING HOURS

This scheme entails staff working varying hours, rather than having set working hours. For example, designing a rota on a weekly basis.

12. HOME WORKING

This arrangement involves staff working mainly from home or at a geographically separate site and communicating back to the central workplace via phone or email.

13. WORKING FROM HOME

This is an 'occasional' arrangement and not a permanent arrangement as with Home Working.

14. CAREER BREAKS AND UNPAID LEAVE

Opportunities exist for police officers and police staff to take career breaks and/or unpaid leave for a specified length of time.