

Purpose

Fife Council is committed to delivering services which are responsive, reliable, efficient and effective. It is recognised that this can only be achieved if everyone plays their part in the provision of these services and to facilitate this a partnership between management and employees is essential.

Fife Council's adoption of a Flexi Hours Policy is a statement of the Council's commitment to such a partnership. The policy will enable managers and employees to work together to balance the needs of the Service with demands of peoples lives outside work. Both our employees and the Council will benefit from the policy, employees can have the opportunity to vary their starting and finishing times to suit both working arrangements and personal circumstances, managers have an increased flexibility in the hours worked to help cover peaks in demand or extend the services we offer.

Guiding Principles

- The successful operation of the policy depends on joint co-operation between employees and management and it is essential that working time is arranged with due regard to workloads and responsibilities.
- It is intended that the policy should be open to all employees however there may be particular groups of employees which, due to the nature of their work situation, cannot work flexible hours. In such cases the opportunities of alternative arrangements should be investigated. Human Resources should be advised of any alternative arrangements which are agreed or of any groups of employees not granted flexible working hours.
- Conditions of the policy should be applied consistently and fairly across all services of the Council.

Scope

The policy applies to all employees apart from teachers.

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