

1.0 Policy Statement on Flexitime.

The need to introduce a general scheme to allow for flexible working stems from staff feedback during the Equality Audit of 2002 and commitments made under the *Sustaining Progress* national agreement. The operation of flexible working has been piloted by four units over the past three years.

Following on from the work of a Partnership subgroup setup to investigate the introduction of flexible working at DCU, the University wishes to adopt a policy on flexible working, otherwise known as Flexitime subject to the following terms and conditions:

1.1 Maintenance of Service

The Flexitime scheme will be operated on the understanding that the efficiency and effectiveness of the University's operations are maintained and would be subject to certain agreed rules. Client needs must continue to be met and normal practices in relation to such requirements as delivery of services must remain unaffected. If the work of any section deteriorates, steps would be taken to restore normal effectiveness and could dictate modifications in the flexible regulations. If these measures fail to restore normal effectiveness, the scheme could be cancelled for a particular individual or section.

1.2 Exclusions

Line management can reserve the right to exclude certain staff from a scheme for operational or other reasons e.g. management personnel, staff with high travel commitments. Administrative staff at Administrator II grade and above are not included in the Flexitime scheme. Academic staff, by virtue of the fact that they have other flexibilities available to them will not be included in the Flexitime Scheme. The appropriateness of flexitime for particular individuals and categories of staff would normally be a matter for agreement between the supervisor/manager and the individual.

1.3 Co-Operation of Staff

It must be agreed that sufficient staff will be available outside of core time to provide normal cover. In order for flexitime to operate satisfactorily, co-operation from all staff, and co-ordination of working arrangements to ensure cover in all sections is essential. There is therefore an onus on staff, in addition to line managers to ensure that cover is maintained. A Flexitime scheme imposes greater responsibility on all staff to co-ordinate their working hours with other members in their section or with other sections as necessary. Provision of adequate cover is essential to the success of a flexitime scheme. There is also an onus on staff to co-operate with support staff who do not operate the flexi system.

A minimum of two nominated Approvers/Supervisors will be required from each School/Unit wishing to operate Flexitime. They will be required to make manual adjustments and reconcile time balances on a weekly basis. Adjustments must be carried out within the settlement period of 4 weeks. CSD will not be able to make such adjustments on behalf of the School/Unit after a settlement period ends.

1.4 Attendance outside of the standard working hours

Attendance outside of the standard working hours would be dependent on work being available and in certain situations it might not be possible to allow individual(s) maximum flexibility on a particular day or in a particular section. It may be necessary to ensure that adequate controls are in place to monitor the quality and quantity of work done outside of core time when supervisory or management staff may not be personally present. Such arrangements would vary according to the nature of the work and the grade at which it is performed.

1.5 Infringements

Non-compliance with the rules governing the operation of flexible working hours (known as “*infringements*”) would be regarded as a disciplinary matter. Examples of such breaches are as follows:

- clocking in after the commencement of core times
- clocking out before the end of core time

A member of staff who incurs five infringements within a calendar year would be given a formal warning and his/her suitability for the scheme reviewed. Further infringements would incur disciplinary action and the individual concerned might be requested to revert to fixed working hours.

1.6 Abuses

Established abuses of the system would be subject to disciplinary action in accordance with procedures. Examples of such abuses include:

- persistent omission to clock in or out at any time during the working day;
- keying in while not working;
- exceeding the permitted debit hours in three consecutive months;
- serious abuse of the scheme e.g. *one person clocking in or out for another*, would be regarded as gross misconduct and would lead to disciplinary action up to and including dismissal of those involved.

Disciplinary proceedings in relation to the above would only be taken in cases of specific abuse and not in cases where it is proven that genuine errors occurred.

1.7 Costs:

It is a requirement that each unit availing of Flexitime pay an annual fee towards the maintenance contract, the sum to be advised.

1.8 Uniformity & Transparency:

All Schools and Units who currently operate Flexible working or wish to implement such a scheme will be required to follow the rules and procedures exactly as shown in section 2 below.