ATHLONE INSTITUTE OF TECHNOLOGY

Flexi-time Scheme – Administration/Library Staff Grade III to VII

Basic Principles of Flexible Working Hours

1.0 The main purposes of the flexi-time scheme is to provide a more flexible system of attendance for all admin staff. The total number of hours which people are required to work on flexi-time is the same as that which they are required to work under fixed hours. The difference lies in the scope which individuals on flexi-time have to vary their times of arrival and departure, to vary the length and timing of their lunch break and to take flexi-leave if they have accumulated sufficient credit hours.

1.1   This flexibility cannot be conditional. Flexi-time cannot be allowed to reduce the overall efficiency of Departments/Offices or their service to the public and sections must, of course, be appropriately staffed during the working day. It is necessary; therefore, to clearly state that, while every effort will be made to operate the arrangements on the basis of agreement between management and staff, decisions on flexi-time, continuance and operation are in the final analysis a matter for management.

Important
Please be advised that for employees working on reduced hours the same flexitime bands will apply, i.e. flexitime can be accumulated no earlier than 45 minutes before start time and 75 minutes after end of shift (Monday – Thursday) and 45 minutes before start time and 105 minutes after end of shift (Friday only).

Flexible Working Hours: Details

THE DAY

2.0 The number of hours of attendance required will not change but, work permitting, staff will be able to vary their arrival and departure times within fixed limits which will be known as **Flexible Bands** agreed in advance with the Manager/Supervisor.
The main part of the day, during which all staff must be at their jobs (with the exception of lunch breaks), will be known as **Core Time**.

Under the flexi-time system the working day will be divided as follows:
Monday – Friday

08.15 – 10.00	**Flexible** morning band - staff must start work any time during this span
10.00 – 12.30	Morning **core** time – staff would have to be present during this period unless on authorised absence
12.30 – 14.30	**Flexible** lunch band – staff must take a minimum lunch break of 30 minutes and may take up to 2 hours
14.30 – 16.00	Afternoon **core** time – as for morning core time
16.00 – 18.45	**Flexible** evening band – staff could finish work any time after 16.00 up to 18.45

The Flexible Working Day
Monday - Friday

Flexible Morning Band	Morning Core Time	Flexible Lunch Band	Afternoon Core Time	Flexible Evening Band
08.15 – 10.00	10.00 – 12.30	12.30 – 14.30	14.30 – 16.00	16.00 – 18.45

Attendance before 9.00 and/or after 17.30 **will be dependent on work being available**. Over excessive accumulation of hours must be assessed by the Manager to verify its authenticity.

CORE TIME

3.0 In order to ensure that there will be minimum periods in each day during which staff are available to communicate with each other, with Departments/Offices and with students/staff and the public, certain hours each day will be designated as Core Time. Core Time is the part of the flexi-time day during which all staff <u>MUST</u> be in attendance unless on authorised absence. The Core Time will consist of two periods:

10.00am – 12.30pm
14.30pm – 16.00pm

3.1 Authorised absences in Core Time may arise in a number of ways e. g. annual leave, sick leave, duty outside the office, visits to the dentist/doctor etc. which could not be arranged outside Core Time. In normal circumstances, absences during Core Time will always be subject to prior authorisation by an individuals' supervisor. A member of the staff should always ensure that his/her absences are recorded properly.

FLEXIBLE BANDS

4.0 These are the periods outside Core Time during which staff may determine their times of arrival and departure (as agreed with their Manager/Supervisor in advance) subject to the need to maintain adequate staffing during normal office hours.

The operation of the system will always have to be subject to the work requirements and it may not be possible always to allow individuals the maximum flexibility. This may be particularly so at holiday periods or during periods when the Office/Department is exceptionally busy. Staff must be prepared to help out on jobs as necessary when the full staffs is not present. Obviously a system under which individuals could vary considerably their time of arrival and departure on a daily basis would cause confusion. In order that management can organise the work flow and maintain output over the whole span of the flexi day, staff must be open and co-operate with their colleagues about the pattern of their attendance.

4.1 Under flexi-time, performance of work and hours of attendance become, to an extent, a group rather than an individual responsibility and this must be accepted by staff as one of the principles of flexi-time. While this may appear formidable, it all stems on basic consideration – if the work is not to suffer and if the full benefits of flexi-time are to be reaped, staff must live up to the new time of responsibility. In respect of work and attendance cover, staff on flexi-time must operate as a group on

the basis of openness and full co-operation. Experience has shown that, given the right approach all round, this objective presents little difficulty in practice.

FLEXIBLE LUNCH BREAK

5.0 The lunch break must be a minimum of 30 minutes and may be up to a maximum of 2 hours. Please be advised there will be an automatic deduction of **one hour** where no clockings exist.

Please be advised, flexi positive cannot be accumulated during the lunch break (1pm-2pm) whilst off site i.e. approved absence, medical appointments etc.

THE ACCOUNTING PERIOD

6.0 The number of hours which staff will be required to work will not change. Staff cannot complete the required number of hours by working Core Time alone. The balance between Core Time working and the required (or standard) number of hours will be made up by attendance during flexible bands. Calculations will be made over a four week Accounting Period. Hours will be recorded by clocking four times per day, ie at start of the working day, twice for lunch (in and out) and at end of the working day.

At the end of each accounting period, there will be a reconciliation of hours.

CREDITS AND DEBITS

7.0 Employees are required to apply for all absences (with the exception of those listed below), through the ESS System.

- Sick leave (both certified and uncertified)
- Study Leave
- Parental Leave
- Time In Lieu
- Staff Development

I.   Absences away from the Institute may require an adjustment by the core administrator to avoid a negative flexi showing on the employee's record depending on when the absence was applied for and signed off by the supervisor.

II.   Authorised absences from the Institute will be credited for the relevant period of time.

END OF ACCOUNTING PERIOD RECONCILIATION

8.0 As well as dealing with credits and debits as they occur, reconciliation will be carried out at the end of each four-week accounting period. The hours worked during this period, will be compared with the hours required to be worked.

CARRYOVER

9.0 The maximum carryover of either deficit or excess hours will be **7.5** hours in an accounting period.

9.1 Staff may not normally carry forward more than the maximum deficit. Any greater deficit than the maximum would be in breach of the scheme and would result in the forfeiture of annual leave or stoppage of pay for excess deficit unless an alternative arrangement has been agreed with the relevant manager, however, it may happen that staff are prevented from reducing their deficit balance to the maximum allowed (e.g. If they are absent for a week or more due to ill health towards the end of the accounting period). Such occurrences should be rare, bearing in mind that staffs are credited with the standard hours for the day during period of sick leave. Where staff are prevented from reducing a deficit balance to the maximum allowed, because of circumstances which they could not anticipate or avoid, authorisation must be sought by the Human Resources Manager and Head of Department/Supervisor to carry over.

9.2 When the carryover of a greater deficit or excess than the maximum is authorised, it should be clearly understood that the deficit or excess must be brought to within normal limits within the next accounting period, unless there are exceptional circumstances, the normal limits should apply again at the end of the next accounting period.

FLEXI-LEAVE

10.0 Flexi-leave may be defined as permission to be absent from work during Core Time in recognition of excess of hours carried forward from a previous accounting period. In order to qualify for this an individual must have built up:-
1) 3.75 hours (Monday – Thursday) or 3.5 hours (Friday) credit to be absent for one core period (i.e. one half day) or 7.5 hours (Monday – Thursday) or 7 hours (Friday) if he/she intends to be absent for 2 core periods (i.e. one full day)
2) He/she must have the supervisors permission in advance

Flexi-leave will be kept separate from annual leave but may, of course, be taken in conjunction with annual leave.

STANDARD DAY

11.0 For wholetime administration staff the standard day is 7.5 hours (Monday – Thursday) and 7 hours on Friday. The required working hours (or standard hours) over the four-week accounting period in this case will be 148. These are the same as worked at present and are arrived at as follows;-

Net working week (excluding lunch) of 37 hours x 4 weeks

OVERTIME
12.0 There is a clear distinction between extra hours worked by staff on flexi-time, as part of the normal flexi-time arrangements, and ordinary overtime/Time In Lieu.

12.1 Overtime/Time In Lieu will, as at present, have to be authorised in advance and supervised in the normal way and will be recorded completely separately.

12.2 Overtime/Time In Lieu will apply before 8.15am and after 6.45pm, Monday – Friday.

TERMINATION OF EMPLOYMENT

13.0 Staff leaving the Institute should bring their credit or debit hours to nil by the date of leaving. Should there be a debit balance outstanding a deduction will be made from salary or annual leave.

ABUSE OF THE SCHEME

14.0 Appropriate disciplinary action will be taken if an employee is proven to be abusing the scheme.

Some examples are as follows:
- Accumulation of time for non-work related activities i.e. meal breaks.
- Clocking in or out for another employee
- Not adhering to the required number of clocking's per day.
- Being off campus unauthorised whilst clocked in

DATA PROTECTION NOTICE

Your flexitime record is maintained on the Core HR record management system. This system is accessed by authorised HR personnel. The information is retained on the system indefinitely for pension and other work related purposes. Functional managers have access to your record for administrative purposes.

For further details on your rights in relation to the processing of your personal data please go to www.ait.ie/gdpr

Revised July 2013