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# SKDC HR POLICY REVIEW

Copies of the current policies (from the  
Employee Handbook)

July 2024



SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL

# Disciplinary Policy



# Current Disciplinary Policy

## Disciplinary policy and procedure

### Purpose

The procedure has been designed to help ensure employees achieve and maintain SKDC's standards of conduct. SKDC recognises that it is appropriate to distinguish between issues which are within the employee's control (such as inappropriate behaviour, breach of SKDC rules) and those that are outside the employee's control (such as health or capability). For this reason, SKDC operates a disciplinary procedure to address conduct related matters and a capability procedure to resolve capability issues.

The aim of the disciplinary procedure is to ensure consistent and fair treatment of all employees and as such the procedure applies to all employees.

### Principles

No disciplinary decisions will be taken without a full investigation and the employee being given the opportunity to state their case. Employees may be suspended on full pay while investigations are carried out. Where an employee has been placed on suspension with pay and subsequently reports in sick, the suspension with pay period will be converted to sickness and normal sick pay entitlements will apply until the employee is technically fit to return to work, at which point the suspension on full pay will be reinstated. Suspension will be kept to a minimum whilst the investigation takes place and the employee will be kept informed if it is delayed. Regular contact (at least every two weeks) will be maintained with the employee during this difficult time. Disciplinary action under the procedure will normally be taken by the employee's manager. The manager will seek advice from or involve the HR team at every stage of the procedure. The manager may adjourn a disciplinary hearing in order to consider the case and any representations made by the employee before making a decision.

An employee has the right to be accompanied at a formal disciplinary stage by a fellow employee or trade union representative. It would not amount to a reasonable request for an employee to ask to be accompanied by a colleague whose presence would prejudice the hearing or who might have a conflict of interest. For the avoidance of doubt, the right to be accompanied does not extend to individuals not employed by SKDC (except for trade union officials) and would not therefore include legal representatives or family members. A management witness shall also be in attendance at the disciplinary hearing which may include a member of the HR team.

The procedure may commence at any stage where the alleged circumstances are sufficiently serious. Where the employee has already received a disciplinary warning then any further offence, whether or not it is of a different kind from that which led to the warning, may be dealt with at the next stage of the procedure.

Warnings will normally last for the periods prescribed within the disciplinary policy and procedure. In certain circumstances, SKDC may extend the duration of a warning. In some circumstances, other disciplinary penalties such as suspension without pay or demotion may be exercised, in addition to any warning issued.

Employees have the right to appeal against any disciplinary action in accordance with SKDC's appeal procedure.

### Disciplinary procedure

#### Stage 1 - Informal warning

Where the issue is minor in nature, the employee will normally be spoken to on an informal basis by their manager.



# Current Disciplinary Policy

## Stage 2 - first written warning

A first written warning may be given, normally by the employee's manager, and may be necessary where there is unsatisfactory improvement following a recorded verbal warning or where there is a more serious first instance of misconduct. A record of the warning will be kept on the individual's personnel file and will remain "live" for a period of six months. The employee will be informed of their right to appeal.

## Stage 3 - final written warning

A final written warning may be given, normally by the employee's manager, and may be issued where there is unsatisfactory improvement following a first written warning or as an alternative to dismissal. A record of the warning will be kept on the individual's personnel file and will remain "live" for a period of twelve months. The employee will be informed of their right to appeal.

## Stage 4 - dismissal

If an employee's conduct still fails to improve the final step will be dismissal. A decision to dismiss may only be taken by a senior manager/director. The employee will be informed of their right to appeal.

Following the meeting, where the employee's employment has been terminated on disciplinary grounds, the employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which their employment will terminate (in accordance with the employee's notice entitlement, where applicable), and the employee will be notified of their right of appeal.

## Gross misconduct

SKDC reserves the right to dismiss without notice for a first offence, if it is established that there has been an act of gross misconduct. The following are non-exhaustive illustrations of gross misconduct offences which may lead to summary dismissal:

- Failure to carry out reasonable and proper instructions of management including serious insubordination
- Breach of SKDC's rules and regulations and/or those of any relevant regulatory authority
- Fighting, threatening or abusive behaviour towards, for example, another employee, service users or member of the general public
- Any conduct liable (or potentially liable) to bring SKDC and/or the employee in the capacity as a representative of SKDC into disrepute
- Serious negligence or gross incompetence which causes loss, damage or injury to SKDC or its service users including loss of SKDC property, e.g. vehicles, computer equipment, etc
- Serious breach of safety regulations including breach of no smoking rules
- A criminal conviction for action which makes an employee (or potentially makes an employee) unsuited to or incapable of carrying out their type of work
- Non-compliance with SKDC's information technology (IT) policy, including accessing internet sites containing pornographic, offensive or obscene material and breaching the General Data Protection Regulation
- Issuing inappropriate, offensive or slanderous comments about an employee, service users or SKDC on social networking sites/chat rooms
- Theft or unauthorised possession of property belonging to SKDC, another employee or any other person

- An undeclared conviction or dishonesty
- Fraud, falsification of records or making false statements to SKDC with regard to matters of employment, including application forms, references, shared parental leave and pay, expenses and other information supplied to SKDC on appointment or thereafter
- All forms of harassment or victimisation (including bullying) of other employees or service users
- Acts of incitement or discrimination on grounds of sex, sexual orientation, race, religion/belief, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age
- Serious incapability at work during working time brought on by alcohol or illegal drugs and/or the consumption of or sharing of alcohol and illegal drugs during working time
- Deliberate or reckless damage to property
- Misuse of SKDC's property or name
- Disclosure of SKDC's confidential or commercially sensitive information to an unauthorised person
- Gambling on SKDC premises or during SKDC time and distribution of any literature without SKDC permission
- Behaving in such a way as to breach the trust implicit in your employment at SKDC or behaviour that results in the working relationship being no longer tenable
- Being bribed – accepting, agreeing to accept or requesting of a reward in return for performing a relevant function or activity improperly
- Bribing another person – the offering, promising or giving of a reward to induce a person to perform a relevant function or activity improperly



# Paternity Leave Policy



# Current Paternity Policy

## INTRODUCTION

This factsheet is prepared for both employees and managers of South Kesteven District Council ("SKDC") and relates specifically to paternity arrangements only.

It is designed to provide information for employees who are "fathers-to-be" or another qualifying person.

## OVERVIEW OF BENEFITS

### PATERNITY LEAVE

A statutory entitlement for the father, to one or two weeks of leave to be taken within 56 days after the baby's birth. The right also applies to fathers adopting and the definition of father also extends to same sex couples.

To initiate a Paternity Leave request, the employee will need to complete:

- *F005 Notification of Request to take Paternity Leave Form*

### TIME OFF FOR ANTENATAL APPOINTMENTS

"Fathers-to-be" (or another qualifying person) have the right to unpaid time off to accompany a pregnant woman to two antenatal appointments. The total time off during working hours for each appointment should be no more than six and a half hours.

## BEFORE COMMENCING YOUR PATERNITY LEAVE

### Am I entitled to Paternity Leave?

To qualify for Paternity Leave you must satisfy the following conditions:

- Have been continuously employed by SKDC for at least 26 weeks by the end of the 15th week before the expected week of the child's birth (EWC)
- Be the father of the child, or the mother's husband or partner and
- Be fully involved in the child's upbringing and taking the time off to support the mother or care for the baby

### Does the right to Paternity Leave apply to the adoptive "father"?

Yes

### How much Paternity Leave am I entitled to?

You can take either one or two weeks. You cannot take individual days off, and if you take two weeks they must be taken together.

### Do I receive pay for Paternity Leave?

You are entitled to one week at full pay and one week of Statutory Paternity Pay (SPP) subject to your earnings being above the lower earnings level.

### How much notice must I give SKDC of my intention to take Paternity Leave?

You must provide SKDC with at least 28 days of notice of the date on which you want your Paternity Leave to start, by completing a F005 Notification of Request to Take Paternity Leave Form. Please send the completed form to the HR team.

### When can I start my Paternity Leave?

You can start your statutory leave either:

- On the day the baby is born
- A number of days or weeks after the baby's born
- From a specific date after the first day of the week in which the baby is expected to be born

You cannot start your Paternity Leave before the baby is born.

### When must I take my Paternity Leave by?

Your statutory leave must finish within 56 days of the baby being born.

### What happens to my terms and conditions during a period of Paternity Leave?

All "non-cash" benefits will continue during the period of Paternity Leave.

### How should a request to attend an antenatal appointment be made?

You need to confirm in writing the following information:

- You have a qualifying relationship (e.g. you are the baby's father, or a partner (of either sex) in an enduring relationship or intended parents of a child in a surrogacy arrangement)
- You are taking time off specifically to attend the antenatal appointment with her
- The appointment has been made on the advice of a registered medical practitioner, midwife or nurse
- The date and time of the appointment

If the information provided is found to be deliberately false or misleading, then there may be grounds for disciplinary action.

### Can time off for antenatal appointments be refused?

Yes, where it is reasonable to do so, i.e. for operational reasons. However, all requests will be carefully considered before doing so.



# Probation Policy



# Current Probation Policy

## Beginning employment

### Documentation required to get you started

To help us get you started with SKDC, we need you to provide us with the following information as quickly as possible:

- Signed copy of your “Principal Statement of Main Terms and Conditions”
- F022 HMRC RTI Starter Declaration
- F041 Nomination of Death Benefits Form
- Proof of qualifications
- Driving licence
- Driving licence BETA check code
- Passport (to comply with the Immigration and Asylum Act)
- P45 from your last employer

### Your induction programme on joining us

When you join SKDC, you will be provided with a comprehensive induction programme which aims to help you settle into your new role as quickly as possible and share with you the things you need to know. We will also ensure that you are issued with the equipment that you need to do your job as quickly as possible.

### The probation period

All offers of employment by SKDC are made conditional upon completing satisfactorily a probation

period of six months. This period may be extended or reduced by us.

We will give you feedback during your first month, at twelve weeks and at 24 weeks on how you are doing and provide you with the opportunity to raise any questions or concerns that you may have.

We are confident that your decision to join SKDC is the right one. However, where we have concerns, after you have started employment, it is our aim to help you achieve the standards of performance and where appropriate, to provide you with support, should it be relevant.

During the six-month period we will monitor your performance against the following (although not exhaustive) criteria.

- Your performance to your job objectives
- Attitude and flexibility
- Attendance/timekeeping
- Relationships with colleagues and service users where appropriate
- Your fit with our culture



# Attendance Policy



# Current Attendance Policy

Employment shall be calculated on a pro-rata basis. This holiday allowance will increase by five days in the holiday year following your completion of five years of service.

Up to five days annual leave can be carried forward into the next holiday year by agreement with your line manager. SKDC operates an annual leave purchase scheme for eligible employees, allowing them to buy up to five working days, subject to management approval.

## Sickness policy including reporting absence

SKDC operates a sick pay scheme providing payment for your sickness/injury. Periods of paid sickness are determined by length of service and are in accordance with the National Scheme. Allowances are as follows (see below):

Length of service at date of first day of current absence	Maximum benefit (including SSP) in preceding rolling 12-month period commencing from first day of current absence (pro rata for part-time)
Up to 4 months	1 month's full pay
5 months to 1 year	1 month's full pay and 2 months' half pay
1 year to 2 years	2 months' full pay and 2 months' half pay
2 years to 3 years	4 months' full pay and 4 months' half pay
3 years to 5 years	5 months' full pay and 5 months' half pay
5 years plus	6 months' full pay and 6 months' half pay



# Current Attendance Policy

SKDC will pay, (where appropriate) any Statutory Sick Pay (SSP) in accordance with the rules and entitlements in force at the time. Sick pay and SSP will not be paid where the employee has failed to comply with SKDC's absence notification procedure.

The period of allowance will be calculated on a rolling year basis. All absences in the twelve months immediately preceding the first day of any sickness absence will be deducted from the maximum period of allowance. The balance of allowance will be allocated to the latest sickness absence. Entitlement to these periods of sick pay does not confer an entitlement for you to be continually employed for these periods.

As a matter of good practice, SKDC offers guidance to both employees and managers concerning absence. In certain circumstances sickness visits are undertaken by the HR team in consultation with line managers.

If you are unwell during a period of annual leave you must notify your manager or the nominated person on the day that you become unwell. You must obtain a fit note from your GP and submit this during your week of annual leave. Your annual leave record will then be amended. If you have to pay for this fit note, SKDC will reimburse the cost.

In the event of an absence arising from a third-party accident and the employee successfully recovering damages, the employee shall reimburse SKDC the cost of any sick pay paid by SKDC.

Further details regarding sickness absence and pay are contained within The National Scheme, a copy of which can be obtained from the HR team.

## Absence notification procedure

This procedure covers time off work without prior approval from SKDC and absence due to sickness, accident or injury of the employee only.

If you are going to be absent from work, you should speak to your manager (or nominated person) personally by phone as soon as possible, preferably prior to the time that you start work, no later than one hour after your normal start time on your first day of absence, advising them of your reason for absence. If your absence is for reasons other than sickness this will be dealt with using the special leave policies.

During the first seven calendar days of absence, you should speak to your manager again at the end of each day of absence to advise whether you will be returning the following day. Texting, emailing, use of social media and asking a spouse or friend to ring on your behalf are not normally acceptable forms of communication. However, in very exceptional circumstances i.e. hospital admission it may be acceptable for someone to contact your manager on your behalf.

If you are absent for more than seven days including weekends, you must obtain a medical certificate (Fit Note) from your GP. This and any subsequent certificates should be forwarded to your manager as soon as possible. There may be occasions when your manager asks you to provide a fit note for an absence of less than seven calendar days. If your GP charges you for this SKDC will reimburse you the cost.

If your GP indicates you "may be fit for work" on a Fit Note, you will be invited to attend a meeting with your manager, before you are able to return to work.

On your return to work a "Return to Work" interview will be held.

Failure to comply with the above-mentioned notification procedure will invalidate any entitlement to sick pay.

## Medical appointments

For normal doctor, dentist or other medical appointments, please notify your manager regarding the date and time. Appointments should be booked ideally outside of your normal working hours. Where this is not possible you may be asked to make the time up. This will be at the discretion of your manager. It will not count as sick leave unless you are absent for half a day or more. Reasonable paid time off for emergency treatment and hospital appointments will be allowed taking account of the nature and location of the appointment.

## Managing absence in the workplace

In order to help us monitor and control absence in the workplace you will be required to attend a "Return to Work" interview with your manager upon your return to work from any period of sickness absence. Where an employee has an unacceptable level of short-term unrelated absences or an underlying long term medical condition, this will be discussed with the employee under the capability procedure. Further information on how absence is managed in the workplace can be found in the handbook factsheet below.

[Handbook Factsheet 11 - Managing Absence at Work](#)

## Death in service benefit

SKDC provides you with a death in service benefit of a one-off payment of £1,500 to your next of kin within the rules of the scheme, if you are on a permanent contract. Please complete a F041 Nomination of Death Benefits Form on our intranet so that your wishes are recorded on your personnel file. Further details of the scheme can be provided on request from the HR team.

[F041 Nomination of Death Benefits Form](#)

## Employee assistance programme

SKDC provides staff with access to a confidential employee assistance programme (EAP). The EAP is only available to the employees of SKDC. Information is available on our intranet or from your line manager.

## Season ticket loans

After successful completion of the probationary period, employees are eligible to receive an interest free rail, underground or coach season ticket loan subject to the following conditions:

- Monthly repayment deductions will be made from your salary, the whole of the amount being repaid by the time the ticket expires
- The balance of the loan is immediately repayable at any time at SKDC's request
- The balance of any loan must be repaid or will be



# Current Attendance Policy (Factsheet)

## Handbook Factsheet 11

### Managing Absence at Work



#### INTRODUCTION

All businesses need to monitor employee attendance closely and take the appropriate steps to ensure that absence issues are properly addressed.

Employee absence affects everyone – you, your work colleagues, the business and ultimately our customers. It is therefore important that we have a fair and consistent procedure that is designed to make sure that all absence issues are investigated properly, and that the appropriate action is taken to minimise the impact of high absenteeism. For this reason, South Kesteven District Council (“SKDC”) has introduced a set of procedures which are outlined below.

#### 1. Absence Reporting

All employees are required to speak to their line manager prior to the time that they start work and no later than one hour after their normal start time, on their first day of absence, advising the reason for your absence.

During the first seven days of absence all employees must contact their line manager again at the end of each day of absence to advise whether they will be returning to work the following day.

Texting, emailing, the use of social media and asking a spouse or friend to ring on your behalf are not normally acceptable forms of communication. However, in very exceptional circumstances, i.e. hospital admission it may be acceptable for someone to contact your line manager on your behalf.

Where non-attendance is not reported pay will be deducted, unless there are exceptional circumstances, and may result in action being taken under SKDC’s disciplinary procedure.

#### 2. GP Fit Note

Where an employee is absent for more than seven calendar days, they must obtain a Statement of Fitness for Work (Fit Note) certificate from their GP and forward to SKDC as soon as possible, but no later than the seventh day of absence if the Fit Note says the employee is “not fit for work”.

If the Fit Note indicates the employee “may be fit for work”, the employee should contact their line manager immediately and the manager should arrange to hold a meeting with the employee to discuss the GP’s suggested adjustments. At this meeting a decision will normally be reached on whether the advice of the GP can be accommodated. The advice of the GP is merely guidance and is subject to the employer’s agreement. Any adjustment will be temporary in nature and will coincide with the expiry date of the Fit Note.

The Fit Note will also stipulate if the employee is to be seen again by the GP at the end of the specified period. For any period of absence not covered by a fit note the absence will be treated as unauthorised and pay will be deducted. Action

under SKDC’s disciplinary policy may also be taken. It is the employee’s responsibility to ensure this occurs.

#### 3. Return to Work Interviews

Upon your return to work (either normally or under a period of temporary adjustments), you will be required to attend what many companies refer to as a “Return to Work Interview”. The purpose of this meeting will be to review your absence, as well as discuss any work issues that have arisen during your absence. At the Return to Work Interview any trends in your absence pattern will also be discussed with you.

#### 4. Medical Suspension

Where there are concerns about an employee’s fitness for work they may be suspended with pay on medical grounds until occupational health advice is obtained. This is to ensure that both the employee and SKDC are not exposed to an unnecessary risk. In these circumstances, managers will seek advice from the HR team.

#### 5. Monitoring of Sickness Absence Levels

In order to ensure consistency in addressing absence issues and to help identify the best approach for dealing with high levels of absenteeism, it is essential that absence levels are monitored. SKDC will monitor absence on a rolling twelve-month period which will focus on:

- The number of occasions of absence in the rolling twelve-month period
- The number of days of absence in the rolling twelve-month period
- The reasons for absence
- Any particular patterns of absence e.g. Mondays

Where an employee has an above average level of absence SKDC will decide whether to invoke the Capability Procedure. The formal procedure will be instigated when any of the following trigger levels occur:

- Three periods of absence within the rolling six-month period
- Four periods of absence within the rolling twelve-month period
- Any period of absence of four weeks or more
- Any pattern of absence that gives cause for concern

Sickness absence that is pregnancy/maternity related will not count towards trigger levels.

#### 6. Procedures for Addressing Unacceptably High Levels of Absence:

##### 6.1 Short-Term, High Frequency, Unrelated Medical Absence

Where an absence pattern is made up of a series of short-term, high frequency, unrelated medical reasons the following procedure will be applied.

##### Informal Counselling

Where an employee’s absence record is becoming a concern to your line manager, you will be forewarned of this at your Return to Work Interview and advised that if there is no improvement the matter will be raised under SKDC’s Capability Procedure.

## Handbook Factsheet 11

### Managing Absence at Work



#### Stage 1 – First Formal Review

If a Stage 1 caution is issued following this meeting, one or more absences during the “live” period of this caution (six months) will trigger a Stage 2 – Second Formal Review meeting.

#### Stage 2 – Second Formal Review

If a Stage 2 caution is issued following this meeting, one or more absences during the “live” period of this caution (six months) will trigger a Stage 3 – Third Formal Review meeting.

#### Stage 3 – Third Formal Review

If a Stage 3 caution is issued following this meeting, one or more absences during the “live” period of this caution (twelve months) will trigger a Stage 4 Final Formal Review meeting.

#### Stage 4 – Final Review (Dismissal)

Where a Stage 4 meeting is held, the outcome will normally be dismissal.

#### Other points

At each formal stage of the procedure the employee has the right to be accompanied by a fellow employee and the right to appeal against any formal stage of the procedure. Each stage of the procedure will be recorded in writing and will also include the attendance of a SKDC witness.

#### 6.2 Long-Term/Reoccurring Medical Conditions

Where the nature of an employee’s absence is either long-term or a reoccurring medical condition, the following principles will be applied.

- Consultation with the employee under SKDC’s Capability Procedure
- Medical reports from the employee’s GP/specialists, including referral to a SKDC appointed GP for a medical report where deemed necessary by SKDC
- Forewarning of the employee in writing where their employment is at risk of termination
- Consideration of alternative employment, where applicable and available
- Consideration of any reasonably practicable workplace adjustments, if appropriate
- The right of appeal against termination on ill health grounds

#### 7. Other issues

The following attendance issues will be dealt with under the Disciplinary Procedure:

- Lateness
- Failure to report any absence in line with SKDC’s Absence Reporting Procedure (see above)
- Self-inflicted absence, such as a hangover

- Fraudulently claiming to be sick will be treated as Gross Misconduct under the Disciplinary Procedure and will result in dismissal for a first offence

Where an employee has been placed on suspension with pay and subsequently reports in sick, the suspension with pay period will be converted to sickness and normal sick pay entitlements will apply until the employee is technically fit to return to work, at which point the suspension on full pay will be reinstated.



# Recruitment Policy



# Current Recruitment Policy

## 1. INTRODUCTION

- 1.1 The Council has an ambitious People Strategy which aims to be an employer of choice with a positive reputation as a great place to work where people make things happen.
- 1.2 The Council recognises that its staff are fundamental to its success and needs to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.
- 1.3 The purpose of this policy is to provide a flexible framework which promotes and supports the Council's corporate objectives, priorities and values and behaviours. It will take into account the need for new ideas and approaches and support the Council's commitment to ensuring a diverse workforce.
- 1.4 The Council is committed to promoting consistent good practice in the recruitment and selection of all employees. This policy and accompanying procedure is designed to assist those involved in the process to recruit the best candidate for the job on the basis of their skills, experience and aptitude.

## 2. SCOPE

- 2.1 This policy applies to the recruitment and selection of all staff, including agency, temporary and casual staff, to the Council except the Chief Executive, the Monitoring Officer and the Section 151 Officer. These roles are appointed by the Council and separate arrangements apply in accordance with the Council's Constitution and any specific legislative requirements applicable.

## 3. OBJECTIVES

- 3.1 To enable the Council to meet business needs and provide a quality-driven, added-value service to customers.
- 3.2 To recruit the right people who share our values.
- 3.3 To meet the Council's operational requirements and strategic aims.
- 3.4 Aim to have a workforce reflective of the demographic make-up of the community it supports.

## 4. PRINCIPLES

- 4.1 Recruitment and selection is a key public relations exercise and should enhance the reputation of the Council.
- 4.2 All candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- 4.3 All policies, procedures and guidance concerning recruitment and selection are communicated clearly to all employees.
- 4.4 All recruitment practices will be legal, fair and objective and take account of statutory obligations.
- 4.5 Recruitment decisions will be made on an evidence based process and candidates should be assessed against agreed selection criteria based on relevant knowledge, skills, experience and qualifications.
- 4.6 Line managers are responsible for recruitment. Professional advice and support is available at all stages of the recruitment process from the Human Resources team.
- 4.7 If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- 4.8 The Council is committed to employment practices which ensure that no potential or current employee is treated less favourably on grounds of sex, race, religion or belief, disability, age, sexual orientation, gender reassignment, marriage and civil partnership or pregnancy and maternity.
- 4.9 [No Title] Council is committed to diversity and equality of opportunity throughout all stages of the recruitment and selection policy.
- 4.10 Documentation relating to applicants will be treated confidentially and in accordance with the provisions of the Data Protection Act 1998 (DPA 1998).
- 4.11 Recruitment procedures will be monitored and reported on to analyse candidate experience, examine equalities data and set targets for improvement.



# Flexi-time Policy



# Current Flexi-time Policy

## INTRODUCTION

The scheme is designed to assist employees to accommodate variations to their working day/week and also to their place of work. This scheme is a replacement of any previous guidance and "core hours" have been completely removed to ensure maximum flexibility can be given to employees whilst ensuring that managers are able to manage their services effectively

Employees and line managers need to communicate and discuss for this scheme to work in the most effective and efficient way for South Kesteven District Council ("SKDC"), their service, the team, employees and managers.

## THE SCHEME

**The normal working week is 37 hours and normal hours for a working day are:**

Monday to Thursday	7.5 hours
Friday	7 hours

**Office opening hours for the public are:**

Monday to Thursday	08.45 to 17.15
Friday	08.45 to 16.45

**To accommodate flexible working the office opening times are:**

### Council Offices

St Peters Hill 07:00 to 19:00

The Maltings 08:45 to 17:15

Bourne CAP 08:45 to 17:15

Mowbeck 06:30 to 17:15 (Monday to Thursday)  
06:30 to 16:45 (Friday)  
Limited space available in some areas so please ring first, if possible

**Guildhall Arts Centre** 07:30 till late  
(depending on programme)

**Stamford Arts Centre** 07:30 till late  
(depending on programme)

It is understood that all teams work differently and provide a vast range of services, and the flexibility that can be given is not the same, therefore there cannot be a consistent approach across SKDC.

However, there can be consistency within service areas and managers need to make a judgement and put into place what will work within their service.

Employees will be able to work flexible hours provided that the following guidelines are met:

- An effective service is maintained to the public/service users
- Employees must ensure accurate records are kept of working hours
- Flexible hours may not be suitable for all services
- One break of at least 30 minutes must be taken if the working day exceeds six hours
- There is no prescribed maximum length of break
- Working hours are recorded in four-week periods, carry over limits of +/- 7.5 hours should apply, however any exceptions to the carry over limits can be made for business need and by mutual consent of the employee and the line manager
- Up to one full day per four-week period will be available as flexi leave, one day being 7.5 Monday to Thursday (3.75 hours a half day), 7 hours on Friday (3.5 hours a half day) - any additional hours over and above 7.5 may be taken by mutual consent of the employee and the line manager
- Flexi leave may be taken subject to prior approval by the employee's line manager

## SCHEME GUIDANCE

If employees are regularly exceeding the number of hours surplus or regularly in deficit, managers must arrange to discuss this with them to discover the reasons why and help the employee manage their working time effectively. If necessary alternative flexible working arrangements could be considered.

Any employee who abuses or manipulates the flexible working scheme may have the benefit removed permanently. Deliberate falsification of timesheets is a disciplinary offence.

No additional payments will be made for work outside normal working hours unless prior agreement by your line manager.

Where employees attend external training courses, site visits, conferences, etc., any additional hours may be recorded.

Time off for optician, doctor and dentist appointments should not be recorded as working time. Reasonable time off will be given for employees to attend hospital appointments.

