HAMPshire Constabulary

Guidance - Applying for flexible working

1. The flexible working procedure exceeds legislation by allowing all officers and staff to apply for flexible working for any substantial reason. It is likely to be used by men and women for a variety of reasons; for example, officers and staff with disabilities as a reasonable adjustment, older workers who may wish to reduce their hours before retirement, officers and staff whose faith requires particular observances, or officers and staff undertaking study programmes.

2. Impact on conditions of service

2.1. A reduction in hours or a change of working pattern will have an impact on conditions of service, including annual leave, bank holidays, shift allowance, weekend enhancement and pension entitlements, therefore you should make yourself aware of the impact that any change to hours might have.

2.2. Advice can be sought from:

- The HR Service Centre
- Payroll
- Federation, Unison or Superintendents Association
- Resource Management teams
- Pension provider - information and advice on pensions is available from the Pensions Section at Hampshire County Council, 01962 845588 pensions@hants.gov.uk

2.3. A change of hours may impact on the level of Unison contributions paid. If you are a Unison member you should notify Unison and Payroll of the hours per week you are working so that the subscriptions can be re-adjusted.

3. Annual leave and bank holidays – please refer to the Annual Leave Procedure

3.1. Annual leave and bank holiday entitlements for officers and staff working reduced hours are calculated in hours on a pro rata basis according to the number of hours worked per week. Depending on your working pattern annual leave hours maybe used to cover time off on bank holidays.

3.2. For more information please click here to access annual leave/bank holiday entitlements and leave calculators for part time officers and staff.

4. Making an application

4.1. To help the process go smoothly it is advised that before you submit your flexible working application you have an informal discussion with your manager and senior manager to determine
whether the hours and pattern you are proposing are achievable. However, this in no way affects your right under legislation to make a request for flexible working.

4.2. **Timing of application**

You should submit your application to the appropriate person well in advance of the date you wish the request to take effect. This is because of the time it can take to consider a request. Applications should not be submitted more than 6 months before the proposed start date, as it may be difficult to predict future operational needs.

4.3. **CASPER**

CASPER is a spreadsheet which provides a visual guide to a chosen shift pattern. When submitting your application form you need to include 2 CASPER showing 1) your proposed pattern and 2) the normal full time pattern for your role.

The CASPER automatically calculates the hours for each week and the average weekly hours and is helpful to use in the initial stages of planning and putting together a working pattern.

Guidance notes on how to complete the CASPER are provided within the document. Further advice can be obtained from your local Resource Management team.

4.4. **Form AD 123a**

The flexible working application form Ad123a can be found in Standard Forms, in the Human Resources folder.

You should provide all the relevant information needed in order for the senior manager to consider your request.

4.5. As well as detailing the reasons for making the request you should:

- Demonstrate a recognition of the operational demands of your working area and where you can be flexible. E.g. include a proportion of lates/nights (or lates plus)/weekend working, attendance at key meetings, court and training, consider supervisor access.

- If appropriate, highlight the flexibility you can offer e.g. being able to start earlier or work later on certain days.

- Explain how the different parts of your job would be affected by part-time hours – would another part-time worker need to be recruited, or can parts of your work be redistributed elsewhere?

- Try to suggest solutions to any potential problems which might be created by the new working pattern. E.g. Ensuring continuity of service, dealing with urgent queries, communicating with colleagues / line manager or other departments / agencies.
✓ be as practical as possible about the different parts of the job and how the work could be done.

4.6 The Meeting

✓ The meeting gives you and your senior manager the opportunity to discuss the proposed pattern/hours and how the changes can be achieved.

✓ You should be willing to show flexibility and negotiate e.g. there may be other ideas or options which come up during the meeting.

✓ Inevitably some roles lend themselves more easily to flexible working than others. You should think about what is most important to you, i.e. hours, role or location, and what you are willing to change.

✓ A trial period may be suggested as appropriate to establish if the proposed flexible working pattern is suitable before making a permanent adjustment to the current working arrangements.

5. Checklist: How to make a request for flexible working

5.1. Prepare your application
✓ Discuss potential for flexible working with your manager
✓ Consider any impact on your pay, pension, leave etc.
✓ Read the force’s Worklife Balance procedure to establish how to make a request for flexible working

5.2. Identify your needs
✓ What are your reasons for wanting to work flexibly?
✓ What other support is available to you?
✓ What is more important to you – the hours you work, the role you perform, or the location you work?

5.3. Consider the Force’s needs
✓ Are you in a role that requires you to be on duty/available at certain times?
✓ When and where does the constabulary need officers/staff on duty?
✓ How would you be managed and/or how would you manage others?

5.4. Be prepared to compromise
✓ Are you prepared to change roles and/or location?
✓ Can you alter the hours to better meet the Force needs?
✓ Can you get additional support from your partner or others?

5.5. Make a written request (Standard Form AD123a)
✓ Make your request well in advance of when you wish it to start
✓ Clearly set out your current and proposed working arrangements (using CASPER)
✓ Demonstrate a recognition of the operational demands of your role
✓ Emphasise the advantages to you and any to the force

5.6. At the meeting to discuss your application
✓ You may take your staff association/trade union representative or colleague with you
✓ Listen to any concerns raised
✓ Address these if you can or seek time to consider the issues if you need to
✓ Be willing to show flexibility and negotiate.

5.7. Balancing the needs of the Force with your needs
✓ You need to recognise and try to meet the Force operational/business needs
✓ The Force needs to recognise and try to meet your work life balance needs
✓ Co-operation and negotiation are key to getting the right balance

5.8. If your application is successful
✓ Raise any problems which arise as soon as possible

5.9. If your application is unsuccessful
✓ Ask for the refusal to be confirmed in writing with full reasons
✓ Seek further advice from your staff association/trade union representative
✓ Remember you are entitled to appeal the decision