#### 4.4 Working Hours

###### 4.4.1 Standard full-time working

The standard working week is 35 hours, Monday to Friday. Normal opening hours are 9am to 6pm Monday to Thursday and 9am to 5pm on Fridays. Staff are expected to work each day (unless other arrangements are made), to take a lunch break of at least 30 minutes and no more than one hour (unpaid).

Occasional outside of normal office hours on evening or weekend are sometimes requested.

###### 4.4.2 Part-time working

Part time workers are expected to work their contractual hours. Part-time workers are still expected to take a lunch break of at least 30 minutes and no more than one hour (unpaid). The part time workers entitlements in salary and leave are all calculated on a pro-rata basis.

###### 4.4.3 Flexible working hours and overtime

###### Flexible working hours

The organisation operates a flexible working hours policy, i.e. varying start and finish times but working within the normal opening hours of 9.00 a.m. to 6.00 p.m. providing there is adequate cover of 3 staff members during the core hours of 10.00 a.m. to 4.00 p.m. and that it is appropriate for an individual to be working alone in the the organisation office outside core hours.

###### Overtime

Overtime is not normally permitted or paid.

###### 4.4.4 TOIL (taken off in lieu)

Hours worked by staff in excess of contractual hours may be taken off in lieu (TOIL) at times agreed with their line manager. All members of staff, (*except for the CEO*), must agree in advance with their line manager, work which they intend to undertake outside of their normal working hours and the purpose of such work. This can be done by the employee and line manager agreeing general criteria.

Accumulated hours for the purposes of TOIL may not exceed 21 hours (part time pro-rata) in any one month. Any hours worked in excess of this will be lost, unless it is agreed by the Chief Executive that exceptional conditions prevail.

If an employee wishes to take TOIL, up to 21 hours, in conjunction with annual leave, this will only be allowed at the organisation’s discretion. The effect this will have on staffing will need to be considered before agreement is given.

TOIL must be taken within two months of accumulation. Hours due as TOIL not taken within two months will be lost.

TOIL taken must be properly recorded in the time sheet and leave form and submitted for review and approval to the line manager on a monthly basis before filing

###### 4.4.5 Working from home

Staff may work from home occasionally at times agreed with their line manager. All members of staff, (*except for the CEO*), must agree in advance with their line manager, work which they intend to undertake home and the purpose of such need. This can be done by the employee and line manager agreeing general criteria.

**Rules & Procedures**

The following rules apply to all staff who request the right to home-working:

**Application in writing**: In the first instance, you must make a formal request to your line manager in writing to be considered for the right to home-working

**Timesheets**:You must log the time spent working at home clearly on your timesheets and you must be able to provide information and evidence if required to show how your time was spent

**Contact:** You must be available and contactable during agreed working hours, and you will need to provide written consent to the organisation’s use of your home telephone number and (where necessary) email address in order for us to contact you if needed

**Health & Safety Issues**: Under the Health and Safety at Work Act, an employer has to take reasonable steps to protect the health, safety and welfare of its staff, and the organisation has a Health and Safety Policy which forms part of your terms and conditions of employment. The organisation has a duty to carry out risk assessments in relation to work activities for all staff; for occasional home-working, the organisation does not have to visit each home but we do have to bring to your attention possible hazards and to instruct you to complete a work station assessment on your home work station, as required by the Display Screen Equipment Regulations. Accordingly, when you make a formal request for occasional home-working, you will be asked to complete and sign a form supplied by the organisation listing the type of potential hazards you need to be aware of, and you will also be asked to complete and sign a work station assessment form covering your home work station. Without these, the organisation will not be able to agree to any requests for home-working.

**Equipment:**the organisation has some laptops which may be used by staff providing these are booked in advance; we cannot guarantee availability so it is up to you to ensure that you can book a laptop for the day/time you need it. Where the organisation equipment is used we will ensure that it is in working order when borrowed but it is your responsibility to ensure that your home insurance covers against damage or theft of any equipment borrowed from the organisation. We may ask for evidence that adequate insurance cover is in place. Where you use your own equipment (pc, laptop, printer, etc) you do so at your own risk (see Health & Safety, above) and at your own cost: the organisation accepts no liability for any injuries or costs related to use of your own equipment while you are working at home. You should also note that you are responsible for the safety of the wiring/electricity circuit in your home and you must complete the visual inspection list for electrical equipment which forms part of the paperwork described at (d) above.

**Meetings:** you should not conduct work-related meetings from your home.

**Security Issues:** You must take all reasonable steps to safeguard the security and confidentiality of the organisation equipment and information while it is in your possession. You should be able to describe what steps you will take to prevent access by friends/family, and what anti-virus protection you have in place to prevent loss of data or transfer of viruses to the organisation machines. Under no circumstances should you take home any personnel files or any other information containing personal data as defined by the Data Protection Act.

**Legal Implications**: it is up to you to check that occasional homeworking will not affect your mortgage/rent agreement, insurance, or taxation.

**Costs:**the organisation is not able to pay costs relating to home-working (eg light, heat, telephone, etc) so you should bear this in mind when applying to do occasional work at home. The organisation will consider each request to work from home on its merits, taking into account the issues listed, along with any other relevant factors. Staff will be expected to assist in the resolution of these issues as far as possible. The organisation reserves the right to refuse requests for occasional home-working (see below), and to withdraw the right to home-working should this be deemed necessary.

**Refusal/Withdrawal of Home-working:**

You have the right to appeal if your request for home-working is refused or withdrawn. If, having discussed the matter with your line manager, you are still unhappy with the response received, you may ask for the issue to be reviewed by the Chief Executive or Chair; any such request must be in writing to your line manager. The Chief Executive or Chair will address the matter as soon as possible, and in whichever way it thinks appropriate (e.g. by considering a written submission from you and from your line manager, or by meeting with each party).The decision of the Chief Executive or Chair is final.