



Flexible working: an overview for Professional Services and Research staff

Introduction

Flexible working describes a range of ways of working. At the University we consider the ways of working outlined below as regular arrangements that can be considered by managers of Professional Services staff or staff in the Research job family who want to introduce more flexibility into their teams or by Professional Services or Research staff who wish to work more flexibly. There is separate guidance on flexible working options for [Academic staff in the Education and Scholarship](#) and [Education and Research job families](#).

The University will take account of its business needs, as well as an individual's request, in considering any application for flexible working.

If you would like to consider other ways of working not listed here, please discuss with your Principal Investigator (PI) or manager initially and seek further guidance from your HR Partner/Advisor if needed.

Contracted hours

Contracted hours are the hours which you must work according to your contract of employment.

Full-time Professional Services Staff and staff in the Research job family are usually contracted to work 36.5 hours per week, Monday to Friday. Part-time staff will have different agreements and should check their terms and conditions.

Changes to the arrangement of hours

Option	Summary	Benefits	Parameters
Flexitime	Staff work their total agreed hours over the same days but with flexible start, finish and lunch times. There is a standard "bandwidth" which is the hours within which work can take place (7.30am to	<ul style="list-style-type: none">• Helps to improve work-life balance, improve wellbeing and engagement.• Allows staff to manage peaks and troughs in workloads.• Staff can work flexitime without a	<ul style="list-style-type: none">• Hours accrued should usually be used outside of the core hours but, with agreement of your manager and subject to business needs, you may take up to one day per month as flexi-leave.• The standard core hours may be increased by the manager where there is a requirement

	7pm) and standard core hours (10am to 12pm and 2 to 4pm).	formal change to their contract.	to cover the service over particular hours. <ul style="list-style-type: none"> • Faculties or Services may operate flexitime schemes that are different from the standard core hours and band width but any variations must be clearly put in writing and agreed with HR Director and the PVC/Director of Service. • Staff working compressed hours cannot also participate in the flexitime scheme. • Further guidance is available.
Compressed hours	Staff work their total agreed hours over fewer working days. For example, a full-time staff member could work their 36.5 hours over 4.5 days or a 9 day fortnight.	<ul style="list-style-type: none"> • Helps to improve work-life balance, improve wellbeing and engagement. • Happy staff = productive staff • Can be offered to a team to help manage longer office/service opening hours or allow for more effective use of space 	<ul style="list-style-type: none"> • Well-being is important – breaks must be taken by staff and hours worked per day should not be detrimental to the employee’s wellbeing. Full-time staff should normally work at least a 4-day week or a 9-day fortnight. • Cover arrangements for time away must not increase workload for other staff. • The usual day or part-day off may be decided by your manager to ensure adequate cover and efficient use of resources throughout the working week. • Staff working compressed hours should retain flexibility to attend important meetings/events on their non-working day/half day with appropriate notice. • Staff working compressed hours cannot also participate in the flexitime scheme although there may be flexibility in their start and finish times. • Further guidance is available.
Annualised hours	Staff working in services with cyclical or unpredictable peaks and troughs in workload, work the	<ul style="list-style-type: none"> • Helps to improve work-life balance, improve wellbeing and engagement. • Allows staff and managers to 	<ul style="list-style-type: none"> • Overtime is not usually paid to staff working annualised hours.

	same number of hours over the whole year but are able to work longer days during peaks of work and shorter days at other times of the year.	manage peaks and troughs in workloads. <ul style="list-style-type: none"> • Usually works well for teams of staff rather than individuals 	
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Changes to the overall number of hours

Option	Summary	Benefits	Parameters
Reduction in hours	Staff reduce the number of hours worked (with a corresponding reduction in pay)	<ul style="list-style-type: none"> • Helps to improve work-life balance. • Can help attract and retain diverse talent. • If the role can be condensed, can help reduce costs. 	<ul style="list-style-type: none"> • If the role cannot be condensed into reduced hours, a replacement must be sought to cover the missing aspects of the role. The costs of meeting a reduction in hours, should not outweigh the business benefits of reducing the hours and should not place burden on other members of the team. • Once agreed, a formal agreement or letter should be put in place. • There is a separate procedure for flexible retirement which also involves reduction in hours.
Job sharing	The duties of one full-time role are shared between two part-time people.	<ul style="list-style-type: none"> • Can help attract and retain diverse talent. • May mean that added experience and expertise is available. • Provide continuity of service during periods of absence • Increased productivity 	<ul style="list-style-type: none"> • The usual share of workload and hours is 50:50, although a 60:40 share may also be considered. • There must be a period of overlap for handover between the roles. • A formal job sharing contract must be in place. • Further guidance on job share is available.

Changes to the location of work

Option	Summary	Benefits	Parameters
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<p>Occasional homeworking</p>	<p>This is when a member of staff requests to work from home with agreement from their manager on an ad hoc basis. No particular pattern is followed and each period of homeworking is agreed separately.</p>	<ul style="list-style-type: none"> • Allows quiet focussed work away from office distractions. • Can be agreed informally directly with the manager. 	<ul style="list-style-type: none"> • Staff must always make it clear to colleagues where they are working and how best to contact them. • No expenses are payable and an equipment package is not provided but loan equipment may be available. • ‘Working from home’ is not a sufficient reason to be unavailable to attend meetings as we have the technology to allow staff to join meetings online. • Staff must follow the health & safety guidance for working from home and ensure their work station is adequate. • Further guidance on occasional homeworking is available.
<p>Regular (hybrid) homeworking</p>	<p>Staff have a regular pattern of working from home per week. For example, 2 days working from home, 3 days in the office.</p>	<ul style="list-style-type: none"> • Helps to reduce time spent commuting. • Can be offered to a team to help manage use of space. 	<ul style="list-style-type: none"> • For full-time staff, it is advised that the pattern should not exceed 3 days per week working from home. • When in the office, regular homeworkers may be assigned a shared desk to maximise use of space. • No additional expenses will be paid for regular homeworkers but an equipment package may be provided. • Staff must follow the Health & safety guidance for working from home and ensure their work station is adequate. • A letter acknowledging this pattern of working is usually expected to be issued. • Staff working regularly from home should retain flexibility to attend important meetings/events at the University on their homeworking day(s) with appropriate notice. • Further guidance on regular homeworking is available.

Remote working	Staff are employed as remote workers and do not have a fixed base in the office. In their contract, the University will not be listed as their place of work.	<ul style="list-style-type: none"> • Remote working can help to increase the diversity of staff employed by the University. • Can be introduced in teams helped to manage space. • Costs of commuting are removed or significantly reduced. 	<ul style="list-style-type: none"> • The role should be designed as a 'remote working' role. • No additional expenses will be paid for remote workers. • A remote working package of equipment may be provided to the employee for the duration of the employment. • A formal remote working contract should be in place. • Staff must follow the Health & safety guidance for working from home and ensure their work station is adequate. • Remote workers should retain flexibility to attend important meetings/events at the University with appropriate notice. • Further guidance on remote working is available.
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Working beyond your contracted hours

Your contracted hours and expectations of arrangements if you work beyond these hours can be found in your contract and the [University's terms and conditions of employment](#). Please read the [Additional/out of hours policy and associated guidance](#) for further information on time off in lieu and overtime arrangements.

Further guidance available

Further guidance, including how to apply to change your working arrangements is available in the [Flexible Working Toolkit](#).

Please speak to your line manager in the first instance to discuss your individual or team circumstances. Your [HR Partner/Advisor](#) is available should any further support and guidance be needed.

Policy Name:	Flexible working: an overview for PS and Research staff
Owner:	Andrew Johnson
Approved by:	
Date approved:	
Equality Impact Assessment date:	
Review date:	June 2024