

| Date Approved | Effective date | Date of next review | Policy owner             | Policy lead                    |
|---------------|----------------|---------------------|--------------------------|--------------------------------|
| 27/03/2019    | 02/04/2019     | 27/03/2020          | Human Resources Director | Head of HR Business Partnering |

## Flexible Working Policy

We pride ourselves on being a flexible place to work – going beyond what the statutory requirements of us are. When we have work life balance we do our best work and we're all more fun to be around.

Our agile working principles give us a great basis for this. But if you need working arrangements that are protected, with an agreement in place, this policy outlines how you can make a request for that. It could also give you some ideas about different flexible options to consider.

### Here are the key facts:

- Flexible working describes a contractual change to your working pattern and is different to agile working. Please see our agile working guidance
- If you would like to make sure a certain working pattern (for example, hours, location) is always in place you need to make a flexible working request.
- There are many different types of flexible working – we have over 60 different patterns at Teach First.

### Policy detail

#### The different types of flexible working

a) Common types of flexible working are:

- Reduced working days i.e. working less than 5 days per week
- Reduced working hours i.e. working less than 7.5 hours per day
- Varied working location i.e. outside of agile working guidance
- A combination of the above i.e. working 6 hours per day, 4 days per week with an agreed day from home
- Job sharing: sharing your role & responsibilities with someone else
- Working compressed hours.

#### Limitations to flexible working

- Teach First will not consider a compression of hours that is more than an extra hour per day. For example, employees can work 5 days in 4.5 or 4.5 days in 4. Employees cannot work 5 days in 4 days.

- c) Compressed hours tend to be more suitable for roles which are paid on an hourly basis and where there is a standard and measurable output per day/week.

## Eligibility criteria

Teach First extends the right to request flexible working beyond its statutory limits so employees have the right to make a flexible working request from the start of their employment (rather than after 26 weeks continuous service).

## Flexible working process

### Request for flexible working

- a) Employees are entitled to make a flexible working request once every 12 months.
- b) Employees should complete the Flexible Working Application Form and send a copy to their line manager and [hradvisors@teachfirst.org.uk](mailto:hradvisors@teachfirst.org.uk).
- c) Although eligible employees have the right to apply for flexible working, in line with government legislation, applications may be rejected if there are genuine business grounds to do so, details of which can be found at this [link](#).
- d) Line managers will work with HR to consider requests, taking into account its feasibility and charity needs. Each request will be considered on a case-by-case basis: agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.

### Meeting to discuss a flexible working request

- e) If the line manager and HR agree that the request is feasible it will be approved. Should there be the need for more information, the employee will meet with HR and their line manager to discuss in more detail.

### Outcome of Flexible Working Request

- f) An outcome will be provided to the employee within 28 days of submission or, where a meeting or more information is required, within 14 days from the meeting or submission of information.
- g) If an employee's request is accepted, the line manager will submit a HR request on the People Platform detailing the start date, new working days and hours. Employees will receive a contract amendment outlining their new amendment in due course.
- h) If an employee's request cannot be accommodated, they will receive a written explanation for the decision. Before any rejection, the possibility of an alternative arrangement will be explored.

## **The Trial Period**

- i) All flexible working agreements will be subject to a three-month trial period. During this time the line manager and employee should discuss its progress and any concerns.
- j) The line manager is responsible for carrying out a review at three months from the date the arrangement becomes live. If the trial period is successful, the arrangement will be considered permanent and there would be no automatic right to revert to the previous working pattern.
- k) Should the line manager have any concerns around the arrangement, the trial may be extended for up to three months. A final decision or proposed alternative arrangement would be made at the end of the extension.
- l) The trial period may be ended with two weeks' notice if the arrangement is considered to be detrimental to the team, department or outputs.

## **Right to Appeal**

- m) There is no statutory right to appeal the outcome of a flexible working request. However, we do offer an appeal process for any employee who is unsatisfied with the handling of their request.
- n) Employees wishing to appeal the process should write to the HR Director within five working days of receiving their outcome. A manager and member of HR not involved in the original request would be appointed to hear the appeal. An outcome would be provided no later than four weeks of receipt of the appeal.