

# **Flexible Working Policy**

## **Compass Disability Services**

Units 11 – 12 Belvedere Trading Estate  
Taunton, TA1 1BH

Date: October 2009

Review date: September 2012

### **Background**

Employees who work flexibly often have a greater sense of responsibility, ownership and control of their working life. If a manager helps an employee to balance their work and home life this can be rewarded by increased loyalty and commitment. An employee may feel more able to focus on their work and to develop their career.

### **Introduction**

Compass Disability Services is committed to achieving the highest standards of services for its service users. This can be achieved through a highly trained, skilled and motivated workforce. The provision of flexible working patterns is an important part in making it possible to attract and retain the best possible staff. A flexible approach to working patterns also enables Compass Disability Services to demonstrate commitment to fair and equal treatment inside the workplace.

### **Purpose**

The purpose of this policy is to confirm the commitment of Compass Disability Services to maximising the opportunities to recruit, retain and motivate staff by making available a range of flexible forms of working and fulfil our legal obligations as an employer.

### **Scope**

The provisions of this policy apply to all employees of Compass Disability Services.

### **General Principles**

Current legislation entitles certain employees to the right to make a request for flexible working to enable them to fulfil their caring obligations; Compass Disability Services must give priority to these requests over those who make requests not covered by legislation.

Employees will be able to apply for any form of flexible working.

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The current legislation regarding flexible working states that one request per year may be made; however Compass Disability Services will consider all requests made.

In order for a flexible working request to be granted, the request must not be to the detriment of the organisation and must meet the needs of the organisation and the employee.

Each request for flexible working will be considered individually and assessed on its own merits by the line manager in the first instance.

Employees who may be affected by the requested change must be consulted before a decision is confirmed.

Contractual changes to terms and conditions of service can only be agreed following careful consideration of the implications and a proper understanding of the employee's circumstances.

Pay and benefits need to be adjusted on a pro-rata basis to changes in the hours worked and the effects of the proposed change fully explained and agreed with the employee.

Employees working flexibly will not be treated less favourably in relation to access to training or promotional opportunities.

The application of flexible forms of working should not result in Compass Disability Services incurring additional costs without objective justification.

## **Policy Revision**

This policy will be reviewed every three years and amended as necessary, or earlier in accordance with any forthcoming legislation. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive.

## **Further Reading**

Flexible Working Request Procedure  
Homeworking Policy  
Work and Families Act 2006

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