

Approved by Board of Management: 9 March 2009
Reviewed: 28 March 2011
Reviewed: 2 March 2016



STAFF FLEXIBLE WORKING POLICY

REFERENCE: PL/HR/2016/001

Lead Officer (Post):	Principal and Chief Executive	Review date:	August 2018
Department:	Human Resources	Review Lead Officer (Post)	HR Manager
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1. Policy Statement

Whilst there are legislative requirements which support flexible working arrangements, the College is committed to promoting the equality of opportunity for all staff.

The purpose of this policy and procedure is to:

- Outline an employee's statutory rights and explain the process for making a flexible working application.
- Where operationally and financially viable, to help employees achieve a greater balance between their work and non-working lives by supporting applications to work on a flexible basis.

The College will give consideration to the practicalities of requests for flexible working arrangements from any member of staff, not just those who are eligible under the legislation. No member of staff should assume that by making an application, it will be automatically accepted.

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2. Legislative framework/related policies

- 2.1. Employment Rights Act 1996
- 2.2. Employment Act 2002
- 2.3. Employment Relations Act 2004
- 2.4. Work and Families Act 2006
- 2.5. Flexible Working (Procedural Requirements) Regulations 2002
- 2.6. Flexible Working (Eligibility, Complaints and Remedies) Regulations 2002
- 2.7. Acas (Flexible Working) Arbitration Scheme (Great Britain) Order 2004
- 2.8. Flexible Working Regulations 2014
- 2.9. Maternity and Parenting Leave Policy.

3. Scope

- 3.1. This policy applies to all Inverness College staff.

4. Compliance

- 4.1. This policy and associated procedure must be complied with and it will be audited regularly with reports going to the appropriate committee.

5. Monitoring

- 5.1. Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

6. Review

- 6.1. The Flexible Working Policy and Procedure will be reviewed by August 2018 and in line with legislative updates.