



Prepared by: Liz Murray – Head of Information Services

Extension of standard flexible working hours

1 The Issue

The Management Board is asked to consider the extension of the standard flexible working day. I propose a new start time of 7.30am and finish time of 6.30pm. Some staff members for various reasons already work outside the standard hours and are not getting compensated for this. On occasion IT staff have to start earlier/stay later than office users to reduce downtime and carry out system maintenance and this extra time period would allow for this without the need to claim overtime for such a short time (i.e. if the staff member chooses to claim this period as flexi time).

2 Background

The main purpose of the Flexible Working Hours Scheme (FWH) is to provide a flexible system of attendance for staff. Individuals on FWH have the option to vary their times of arrival and departure from work, to vary the length and timing of their lunch break and to take time off if they work extra hours. There is, however, a guiding and over-riding principle that this flexibility should be achieved without adverse effect on the overall efficiency of the Electoral Office for Northern Ireland (EONI) or on the service to the public.

The flexible working day has two core periods during which staff must be present unless their absence has been authorised beforehand. The core working hours would remain unchanged.

3 Existing Policy and Practice

Currently the times at which FWH (derived from the FWH CODE OF PRACTICE) are available are from 8.00am to 6.00pm and hours worked outside of this period may be claimed as overtime with the approval of the employee's supervisor.

4 Personnel Implications

It is important that staff understand there is the need to maintain adequate cover during normal office hours and changes to the working pattern should always be agreed with the line manager.

It is proposed staff should still have the choice of claiming flexi or overtime during this extended period.

5 Advantages

The advantage to line managers would be cost savings in overtime and administrative costs. Staff would have the opportunity to start earlier or finish later to avoid traffic congestion.

6 Application of Section 75

None

7 Human Rights Considerations

None

8 Resource Implications

Staff must ensure that EONI's business functions are not compromised and adequate staff are available during normal office hours.

9 Cost Implications

There may be cost savings if less overtime is claimed.

10 Recommendations to the Board

- Discuss paper and agree outcome
- If approved by the Board, consult Union re: proposed change.

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Signed

Date

21 September 2009

Head of Information Services