

DUNDEE CITY COUNCIL – EDUCATION DEPARTMENT
FLEXIBLE WORKING – GUIDELINES FOR TEACHING STAFF

The Employment Act 2002 introduced a new right, which will come into effect on 6 April 2003, for parents of children aged under 6 (or 18 if disabled) to request to work flexibly. This right has since been strengthened by the Work and Families Act 2006, which allows any employee with caring responsibilities (i.e. responsible for the care of children or a close relative), to make a request.

Dundee City Council allows any employee to request to work flexibly, regardless of whether there are caring responsibilities, as defined in the Act(s).

For teaching staff, flexibility can be requested as follows:-

- part- time working e.g. reduced working week – 0.8, 0.5 etc...
- variation in hours of work e.g. the actual times you work
- job- share (refer to the Job Sharing Scheme for Teaching Staff)

Careful consideration will be given to requests and any refusal of an application to work flexibly will be based upon one, or more, of the following grounds:

1. Burden of additional costs
2. Detrimental effect on the efficient and effective operation of the council's services
3. Inability to re-organise work among existing staff
4. Detrimental impact on performance or quality of work
5. Lack of work during the periods the employee proposes to work
6. Planned structural changes

PROCEDURE

1. Requests to work flexibly must be made in writing using the form "Request for Flexible Working".
2. Your Head Teacher will meet with you within 20 working days of receiving the form to discuss the request and clarify any points. You may request to be accompanied at this meeting. The Head Teacher will require to discuss the application with the relevant Sector Manager.
3. You will be informed of the decision within 10 working days of the meeting. If the application is refused, you will be advised of the reasons for refusal and of the right of appeal. If the request is approved, it will result in an amendment to your terms and conditions of employment being issued to you.
4. You will have the right of appeal to the Head of Service.
5. You may also consider lodging a grievance, in accordance with DNCT/3 - Grievance Procedure.

NOTES

1. QIOs, Educational Psychologists and Education Support Officers should refer to the procedure for Local Government Employees, if considering making a request.
2. There is also a facility to request a temporary variation to your hours of work for up to one year.

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FLEXIBLE WORKING – TEACHING STAFF

REQUEST FOR FLEXIBLE WORKING

To be completed by the applicant, and forwarded to their Head Teacher. You should retain a copy of the form and should be contacted regarding the request within 20 working days.

Name

Post

School

Workplace address

.....

.....

Work telephone Pay Number

1 I wish to apply to work flexibly under the following criteria (please tick as appropriate):-

- I have responsibility for the upbringing of a child under 6, or a disabled child under 18
- I confirm that I am: the mother, father, adopter, guardian or foster parent of the child, or am married to, or the partner of, the child's mother, father, adopter, guardian or foster parent
- I confirm that I am making this request to help me care for the child
- I wish to work flexibly for other reasons (please state below)

2 Describe your current working pattern (e.g. full time or days worked - if part time etc.)

3 Describe the working pattern you would like to work

4 I have discussed this request with (e.g. Principal Teacher, colleagues etc.)

I would like this arrangement to begin on:

Signed

Date

Department Action

Date request for Flexible Working received and acknowledged to employee:

.....

**FLEXIBLE WORKING
REQUEST FOR FLEXIBLE WORKING – DEPARTMENTAL RESPONSE**

To be completed within 20 days of receipt of request.

I have examined the request to work flexibly and (please tick as appropriate):-

- Agree to its implementation as requested
- Have discussed the proposals with the employee and have agreed the proposals with the amendments detailed in **A** below
- Have considered the request but have decided not to approve the request for the reasons stated in **B** below

Amendments agreed with the applicant:-

Reasons and details why the flexible working request was not approved:-

- Burden of additional costs
- Detrimental effect on efficient and effective operation of the service
- Inability to re-organise work among existing staff
- Detrimental impact on performance or quality of work
- lack of work during the periods the employee proposes to work
- Planned structural changes
- Other reason (detailed below)

Details:-

Signed:..... Date

Name *Designation.....*