

# FLEXIBLE WORKING CRITERIA & GUIDELINES



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## 1.0 INTRODUCTION

Andron Facilities Management recognises that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress. Therefore, the company wants to support its employees to achieve a better balance between work and their other priorities.

Where possible, Andron Facilities Management is committed to agreeing flexible working arrangements which consist of a combination of office and home working, provided that the needs and objectives of both the company and the employee can be met. An employee that thinks they may benefit from flexible working is encouraged to contact their Line Manager to arrange a discussion regarding their flexible working options.

## 2.0 THE NEEDS OF THE BUSINESS

The company is committed to providing a range of appropriate working patterns. However, we recognise that not all flexible working options will be appropriate for all roles. Where a flexible working arrangement is proposed the company will need to take into account a number of criteria, including (but not limited to) the following:

- The costs associated with the proposed arrangement
- The effect of the proposed arrangement on other staff
- The need for, and effect on, supervision
- The existing structure of the department
- The availability of staff resources
- Details of the tasks specific to the role
- The workload of the role
- Whether it is a request for a reasonable adjustment related to a disability
- Health and Safety issues

## 3.0 ELIGIBILITY

Any employee with at least 26 weeks of employment service has a statutory right to request flexible working. However, we take the view that employees in all areas, and at any level, are entitled to submit a request for flexible working regardless of their length of service.

## **4.0 FLEXIBLE WORKING BEST PRACTICES**

In situations where it has been agreed that an employee may work flexibly, there are a number of measures employees should take where possible to ensure their work-life balance, productivity and health are maintained.

The company recommends that employees follow the below guidelines when undertaking flexible working arrangements:

- When working from home, employees should maintain a consistent working routine if possible, such as start and finish times. Ideally, employees should designate a specific workplace in their home if they are working remotely
- Employees should ensure that they maintain good communication with colleagues and their Line Manager when working from home, and make use of conference software such as Blue Jeans, Skype and Microsoft Teams where possible
- Employees will still be required to manage their flexible working arrangement with a combination of office and home working to ensure regular face-to-face collaboration with their Manager and colleagues in an office environment
- Employees should take the same breaks they would be entitled to when working in an office. If an employee is unclear on their break entitlement, they should consult the Employee Handbook, online portal, or contact HR or their Line Manager

## **5.0 EMPLOYEE WELLBEING AND RESOURCES**

Andron Facilities Management takes the health and wellbeing of its employees seriously and recognises that when working remotely/flexibly, it is possible that employees may feel begin to feel isolated or disconnected from colleagues. In the first instance, the company would recommend that employees reach out to their Line Manager to discuss any difficulties they may be experiencing.