

Corporate HR – Work Life Balance Policy statement

EMPLOYMENT ZONE

Work Life Balance

1. Our commitment

We recognise that our employees are our greatest asset and it is through them that our services are delivered and continually improved.

By having modern, flexible working practices in place we can:

- Meet the needs of our diverse workforce by enabling them to combine their working life with their social, health, family, caring and other responsibilities.
- Promote gender equality.
- Support employees experiencing gender-based violence.
- Recruit and retain skilled, competent and engaged employees from diverse communities.
- Deliver efficient, effective services to the people of Glasgow.

2. Aims

Our policy aims to:

- Outline the scope and range of our flexible working and work life balance arrangements to all employees within the council.

- Promote the benefits of these arrangements via mediums such as training, case studies and the sharing of best practice.
- Train and encourage managers to recognise and promote the benefits that the arrangements can have on their teams and towards the improvement of service delivery.
- Provide a framework which allows for the consideration and implementation of both management-led and employee-led flexible working arrangements, where possible.

3. Flexible working options

Our core flexible working options are:

- Annualised hours
- Compressed hours
- Flexible Working Hours
- Home working
- Job sharing
- Mobile working
- Reduced hours, part-time working & nine-day fortnight
- Shift Working
- Term-time
- Time off in lieu (TOIL)

This list is not exhaustive. Alternative arrangements could include staggered hours, working at a different location or adjusting when contracted hours are worked.

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Supporting arrangements

In addition to our core flexible working options we have a number of other arrangements which support work life balance, these are:

- Career Breaks
- Flexible Retirement
- Purchased Annual Leave

4. Family friendly provisions

We also have a range of family friendly policies in place to help support our employees, these include generous maternity and adoption leave and pay provisions, parental leave and time off to care for dependents.

5. Employee-led requests

Individual requests

All employees with 26 weeks continuous service can apply for flexible working. There are no restrictions placed on applying in terms of grade or role.

We go beyond our legal duties but will give priority to those who meet the statutory requirements in making a request to care for:

- A child aged 16 or under.

- A disabled child who is under 18, and who receives disability living allowance.
- An adult who requires care.

We will also consider flexible working requests for other reasons, which could include to support an employee experiencing domestic violence, disability, further education; religious observance or interests; or responsibilities outside the workplace.

Recruitment requests

We actively promote flexible working within our job advertisements and will accept applications which request to be considered for vacancies on a flexible working basis.

Group requests

We accept group applications for flexible working, submitted through a Council nominated representative or Trade Union representative.

6. Management-led requests

Management may consider introducing flexible working practices in order to improve service delivery. In such cases, consultation will take place with the relevant affected employee(s) and Trade Union.

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7. Consideration of flexible working requests

We will consider all flexible working requests. We must ensure however that all requests are balanced against the needs of the service. All decisions will be based on business needs with the Head of Service responsible for determining which requests are suitable for their service.

8. Right to review

We reserve the right to reject any application or review any existing arrangement where there is a conflict of interest or service provision is affected.

You can find further guidance in our Flexible Working Procedure or from Service HR.

9. Monitoring

We capture data on both management and employee-led requests for flexible working. We use this information to:

- Inform policy decisions on flexible working.
- Identify any barriers to the promotion and uptake to flexible working across the council and inform solutions in response to this.
- Make sure we don't discriminate against specific groups.