


UNIVERSITY OF THE WESTERN CAPE			
 <p>UNIVERSITY of the WESTERN CAPE</p>	<p>FLEXI-TIME AND FLEXI-PLACE POLICY</p>	Council Approval Reference	C2019-4
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1. Preamble

The University of the Western Cape (UWC) recognises that flexible working hours and workplace arrangements may allow staff members to manage their work and personal commitments more effectively against the University's operational demands. Staff who are approved to use the flexible working hours and workplace arrangements will be responsible, with their line managers, for managing their productivity and outputs in accordance with the expectations of their roles.

2. Purpose

The purpose of this policy is to provide for flexible working hours and workplace arrangements.

3. Scope

3.1 The flexible working hours and workplace arrangements are applicable to the following staff categories:

3.1.1 Permanent and contract UWC Professional, Administrative and Support staff members.

This policy does not apply to the following staff categories:

3.1.2 Staff doing shift work;

3.1.3 Part-time staff;

3.1.4 Essential services staff¹;

3.1.5 Academic staff.

3.2 The working hours of shift and part-time staff members are determined in accordance with the departmental /University operational needs.

3.3 This policy must be read with the following policies and guidelines:

3.3.1 The 'ICT Computer Internet and Email Usage Policy' approved by Council in June 2017.

3.3.2 The 'Guidelines for establishing Critical/Non-critical services and positions in the case of a campus emergency and/or closure', approved by the EMC in April 2016.

3.3.3 The 'UWC Code of Conduct' approved by Council in 2005.

¹ Deans or Executive members may approve flexi-time applications from essential service staff, if the operational requirements have been met and they are satisfied that services would be fully functional at all times.

4. Definitions

- 4.1 **Senior Management** means the Executive Management, the Deans and other senior managers as determined by the Vice-Chancellor and Rector after consultation with the Executive Management members.
- 4.2 **Academic staff members** means those persons employed by the University primarily to teach and to do research, including the Vice-Chancellor/Rector, the Deputy Vice-Chancellor(s)/Vice-Rector(s), and the Deans.
- 4.3 **Professional, Administrative and Support Staff (PASS)** refers to those staff members of the University who are not employed on academic terms and conditions and who provide full-time professional, administrative and support services to the University.
- 4.4 **Part-time staff** are staff members who are required to perform work for less than 173 hours per month.
- 4.5 **Shift workers** are staff members who are required to perform work for set periods of time as part of a shift system.
- 4.6 **Working hours** refers to the number of hours an employee is required to work in terms of the employee's contract of employment.
- 4.7 **Flexi-Time** refers to the time period, outside of the core working hours when the office is open for work, within which staff members are flexible to choose their preferred starting and finishing times.
- 4.8 **Flexi-Place** refers to staff members performing specified work activities or obligations, as required in terms of their contract of employment, from an alternative venue, by mutual agreement with their line manager and approved by the relevant Executive member or Dean.
- 4.9 An **essential service** is a service which, if interrupted, could endanger the life, personal safety or health of any member of the University community.
- 4.10 A **maintenance service** is a service, which, if interrupted, could result in the material physical impairment, damage or destruction of any working area, plant or machinery.

5. Normal working hours for UWC professional, administrative and support staff:

- 5.1 The normal working hours for full time professional, administrative and support staff are from **08h20 to 16h30**, daily from Monday to Friday, with a daily lunch break of 45 minutes.
- 5.2 Heads of Department may set staggered lunch breaks in line with operational requirements.
- 5.3 The minimum working hours for **full-time** staff members are 173 hours per month. All part-time staff will work for less hours than full-time staff.

6 Flexi-time arrangements

6.1 General principles

- 6.1.1 The application of flexible working arrangements is a management prerogative.
- 6.1.2 The operational needs of the department/ faculty will take preference. Where there is a negative impact on the delivery of service, the applicable working arrangement may be amended or withdrawn by the line manager, relevant Dean or Executive member in consultation with senior management.
- 6.1.3 It is the responsibility of the line manager to manage the working hours and productivity of staff within this policy guideline.
- 6.1.4 Participation is optional and staff may elect to maintain their normal working hours.
- 6.1.5 Once-off requests based on reasons such as late-coming or absenteeism are not allowed and will be addressed via the applicable process.

6.2 Flexible working options

- 6.2.1 Staff members working flexi-time are required to work their stipulated/contracted hours in consultation with their line managers.
- 6.2.2 Starting and finishing times may differ according to individual needs.
- 6.2.3 Notwithstanding the above, staff members must be available to fulfil their contractual hours per working day.

6.2.4 Full-time professional, administrative and support staff members may elect starting and finishing times as follows:

Starting and Finishing Times	{Earlier Flexitime}		{Normal time}	{Later Flexitime}			
		7h20	08h05	08h20	08h35	08h50	09h05
	-	-	-	-	-	-	-
	15h30	16h15	16h30	16h45	17h00	17h15	17h30

6.2.5 Lunch breaks may not be added to the start or end of the day in order to arrive later or leave earlier.

6.2.6 Where operational needs dictate, staff members on a flexible arrangement should avail themselves for departmental and scheduled meetings outside of the flexi-time arrangement.

7 Flexi-place arrangements

7.1 General principles

7.1.1 Staff members may work from an alternative location to the normal workplace for the purposes of performing specified work obligations or activities.

7.1.2 The flexible working arrangements may not adversely affect the achievement of the department's goals and outputs.

7.1.3 Senior Management reserves the right to revoke arrangements based on operational needs and/or where abuse of the arrangements has occurred.

7.1.4 A flexible workplace arrangement is not guaranteed to apply to future positions, should the affected staff member change departments or positions.

7.1.5 Staff members must submit valid contact details, and be available and contactable during the nominated times.

7.1.6 Flexi-place arrangements shall endure for a maximum of three days per week.

7.1.7 UWC cannot accept liability in terms of this policy for any health and safety injuries that may occur while staff on flexi-place arrangements are not on UWC's premises. Staff who receive approval for flexi-place arrangements must complete the Annexure B form, indemnifying UWC against future claims.

7.2 Alternative workplace

7.2.1 Staff members working from alternative locations must have the necessary infrastructure/ resources available and in place to enable them to connect to their normal workplace as required by their departments. The University will not supply any such resource outside of the normal work arrangements, including UWC

office-based resources and facilities such as printers, printing ink, ADSL or telephone landlines.

7.2.2 Where operational needs dictate, staff members must avail themselves for departmental and scheduled meetings outside of the flexi-time and flexi-place arrangements.

7.2.3 The University reserves the right to institute disciplinary action should any abuse of the flexi-place arrangement take place.

7.3 Application and approval process

7.3.1 All applications will be considered in terms of the approved guidelines (refer to section 8).

7.3.2 The staff member must obtain prior written agreement from the line manager.

7.3.3 The line manager must discuss the request with the relevant Executive member or Dean.

7.3.4 An application for approval must be made by completing the 'Application for Flexi-time and/or Flexi-place arrangement' form (Annexure A). This form must be accompanied by the 'Indemnity Form' (Annexure B) if the application is for a flexi-place arrangement.

7.3.5 The relevant Dean or Executive member will have the authority to approve the flexi-time or flexi-place application.

8 Policy Guidelines

8.1 The following guidelines are applicable:

8.1.1 The approval of flexi-time arrangements will be effective for five (5) days per week for a maximum period of one (1) year.

8.1.2 The flexi-place arrangements will be effective for a maximum of three (3) days per week for a maximum period of one (1) year.

8.1.3 Any subsequent requests will be considered anew within the policy framework.

8.1.4 Staff members must fulfil their contractual hours per working day.

8.1.5 The application of flexible working hours or workplace arrangements is a management prerogative.

8.2 Process:

- 8.2.1 The application must be in writing (Annexure A and B);
- 8.2.2 The line manager must recommend the application for approval to the relevant Dean/ Executive member;
- 8.2.3 The relevant Dean/ Executive member has the right, on the recommendation of the line manager, to revoke an approved application should any abuse of this policy be deemed to have taken place. Such revocation of approval must be made in writing to the staff member with reasons given for the decision. The affected staff member will have three (3) working days in which to lodge an appeal of the decision (see 8.2.4).
- 8.2.4 In cases where the application was not approved or was revoked, the staff member has recourse to an appeal in writing. This letter of appeal must be directed to the next-in-line manager, together with any documentary evidence.
- 8.2.5 This decision will be communicated in writing to the relevant Dean/ Executive member who will discuss it with the line manager and the staff member.
- 8.2.6 The following criteria will constitute an abuse of this policy and may lead to disciplinary action:
 - 8.2.5.1. Non-delivery on agreed-upon work performance goals and objectives within set timeframes;
 - 8.2.5.2. Not being contactable via any designated media (telephone, mobile, email, Skype, etc.) during the agreed-upon hours of work from an alternative workplace;
 - 8.2.5.3. Not adhering to the UWC Code of Conduct and bringing the University into disrepute.

ANNEXURE A: Application for Flexi-time and/or Flexi-place arrangement



**UNIVERSITY of the
WESTERN CAPE**

Name and Surname:

Staff Number:

Position:

Department / Faculty:

Period of Flexi-time and/or Flexi-place arrangement:
From.....to(arrangement to be renewed annually)

Flexi-hours arranged: h To h

Flexi-Place days (maximum of 3 per week):

Flexi-place address (where the staff member will perform the duties):

.....
.....

Line Manager / Head of Department: Name Signature:

Executive/Dean: Name Signature:

I..... hereby undertake to abide by the Flexi-time and/or Flexi-place arrangements. I further acknowledge that UWC operational needs take precedence over any Flexi-time and/or Flexi-place arrangement undertaken herein.

.....

.....

Signature

Date

ANNEXURE B: Declaration by UWC Employee Working From Home

FULL NAME AND SURNAME: _____

ID: _____

EMPLOYEE No.: _____

TEL No. (H): _____

CELL No.: _____

HOME ADDRESS:

I, _____ (employee full name) declare that I take responsibility for my own Occupational Health and Safety while working from home and that I hereby indemnify UWC against any and all personal loss and / or injuries and / or damages associated with my working from home.

I understand the implication of this declaration.

Signed at _____ on this day _____ of _____ 20 _____

SIGNATURE: _____