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DOCUMENT CONTROL

Policy Name	Flexi Time
Owner	Director: Human Resources Shared Services (HRSS)
Version	Final 06.01.08
Effective date	
Approval date	

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1. INTRODUCTION

- 1.1 The **Flexi Time Policy** outlines the entitlement of employees to use flexi-time arrangements in the City of Johannesburg (CoJ)
- 1.2 The *flexi-time scheme* is intended to allow employees to work pre-arranged times that suit their individual circumstances whilst ensuring service standards are maintained and the CoJ's operational requirements are met Include motivations

2. THE DEFINITION OF TERMS

Term	Definition
Core Time	The hour between which all employees are required to be available
Flexi Time	Includes variations in starting and ending times or in hours worked in a day, either with or without core hours

3. THE INTERPRETATION AND APPLICATION OF FLEXI TIME POLICY

- 3.1 Any dispute arising from the interpretation and application of this policy will be handled and resolved through the delegations and discretion of the Director: Human Resources Shared Services (HRSS)

4. THE RATIONALE AND OBJECTIVES OF FLEXI TIME POLICY

The rationale and purpose of this Policy is:

- 4.1 to communicate flexible work arrangements that is available in the CoJ
- 4.2 to clearly outline eligibility criteria for flexi time work arrangements
- 4.3 to comply with employment relationships that state a forty (40) hour working week

5. THE SCOPE OF APPLICATION

- 5.1 The Policy applies to City of Johannesburg Metropolitan Municipality administration and all its employees

6. THE ROLES AND RESPONSIBILITIES (THE ACCOUNTABILITY FRAMEWORK)

- 6.1 The *Mayoral Committee (Mayco)* approves the HR Policies
- 6.2 The *Executive Management Team (EMT)* engages on the HR policies and recommends the approval of the HR policies by Mayco
- 6.3 The *City Manager* is accountable as an Accounting Officer and oversees the development, implementation and maintenance of policies, procedures, processes and system, including those in HR
- 6.4 The *Executive Director: Corporate and Shared Services* is responsible for ensuring the HR Policies comply with the Council resolutions of City of Johannesburg, as well as applicable legislation, and in conjunction with the conditions of service and relevant bargaining council agreement

- 6.5 Other *Executive Director's* are accountable for ensuring strict adherence to prescriptions of HR policies within their Depts, as well contribute to the development, review and evaluation of impact of HR policies
- 6.6 The *Director: Human Resources Shared Services (HRSS)* is responsible for the overall policy implementation, management, monitoring and review, as well as ensuring that the HR Policies comply with the Council resolutions, applicable legislation, conditions of service and relevant bargaining council agreements
- 6.7 The nominated *Deputy Director in HRSS with a responsibility a for HR policies* ensure that the Policy is reviewed on ongoing-basis
- 6.8 Other *Deputy Directors [Business Process Owners (BPO)] in HRSS* are responsible for researching, recommending the development, maintenance, review and evaluation of their policies dealing with their respective areas and processes in the CoJ, as well as monitoring the implementation of the Policy within the requirements
- 6.9 The *Field HR and HR Transactions* are responsible for ensuring the adherence and compliance to the approved HR policies, as well as providing advise on HR policies
- 6.10 The *Line Manager* is responsible for implementation of and adherence to the approved HR policies
- 6.11 The *Organised Labour (Unions)* are responsible for playing an oversight role on management, implementation and compliance/adherence to approved HR policies, as well as contribute to the evaluation of impact of HR policies and their review
- 6.12 All *Staff* are responsible for complying/adhering to the approved HR Policies

7. THE POLICY AREAS

This section outlines the policy provisions on the management and implementation of flexi time arrangements in the City of Johannesburg (CoJ)

7.1 THE PRINCIPLES OF FLEXI TIME ARRANGEMENTS

- 7.1.1 The *flexi-time scheme* aims to assist staff in balancing their personal and professional lives and is a shared responsibility of the Line Manager and an employee and should never be a unilateral decision
- 7.1.2 In reference to clause 1.8 of the Chapter "Normal Hours of Work" of the City of Johannesburg's Conditions of Service the following provision is made in respect of working hours, "*employees working normal hours (excluding uniform and shift employees), shall have the right by agreement with their supervisors and/or management, the exigencies of their particular services allowing, and in compliance with any roster, work schedule and/or policy on working hours and as long as they work the required 40 hours(forty hours) productive work for the particular week, rearrange their working hours so that they can have 1 (one) hour off during working hours in the week they have worked in the time, this time may accumulated over a single month to a maximum of 4 (four) hours a month and must be taken between the last and first weeks of successive months that it was arranged or the right will be forfeited*"
- 7.1.3 Flexible work arrangements aim to ensure efficient utilisation of resources and are not an entitlement. Ultimately, the CoJ reserves the right to decline or defer a request based on work commitments, and requirements

- 7.1.4 Employees' current performance at an application of flexi time should be considered and carefully analysed prior approval/decline of flexi time arrangements
- 7.1.5 In assessing a professional's work, it is important to focus on performance, consistency of contribution, and results rather than on "face-time" and number of hours worked. At the same time, it is important for professionals to realistically assess the potential career impacts of reduced schedule arrangements
- 7.1.6 Many variables may affect the growth experience available to a reduced schedule professional and thus his or her advancement

7.2 THE ELIGIBILITY FOR FLEXI TIME ARRANGEMENTS

- 7.2.1 Employees working normal daylight operational hours (non-shift workers) may vary their times of arrival, breaks and departures by agreement with and with the prior approval of Management/Supervisors in compliance with the CoJ's and/or their Departments specific approved *Flexi Time Policy* and related procedures, time-keeping systems and controls, as applicable
- 7.2.2 Such variation must not disrupt nor prejudice the operations of the Department/Service concerned in any manner whatsoever, neither shall any additional costs or obligations be incurred as the result thereof

7.3 THE CORE TIME

- 7.3.1 Core time should ideally be between 08h30 and 15h00
- 7.3.2 All employees shall agree their standard working arrangement with their Line Manager
- 7.3.3 Standard working hours may be agreed which include working different hours on each day of the week and can be based either on the individual's working pattern or a team's working pattern or the CoJ's operational requirements to maintain service provision

Core time	Definition
a. Minimum break period	Thirty (30) minutes <i>Note:</i> employees shall not work for a continuous period of longer than five [5] hours without a break of a minimum of thirty [30] minutes
b. Earliest commencement time	Earliest commencement time should be one (1) hour before normal hours of work
c. Latest finish time	Latest finishing time should be 18:00

Note: An eight (8) hour shift excludes lunch break

7.4 THE APPROVAL PROCESS OF FLEXI TIME ARRANGEMENTS

- 7.4.1 The City reserves the right to decline or defer a request based on staffing needs, quantity of work to be performed, variable work demands, the individual's performance or other organisational factors
- 7.4.2 The final decision should be based on the needs of the individual and the City needs
- 7.4.3 Flexi-time will be approved if an employee has accumulated four (4) hours within a four (4) week period. This must be taken in the last week and first week of the next four week cycle

7.4.4 If an employee accumulates more than the allowed four (4) hours, those hours will be forfeited

7.5 THE RECORDING OF FLEXI TIME ARRANGEMENTS

7.5.1 Each employee is required to record the following:

7.5.1.1 her/his arrival time at their place of work

7.5.1.2 record the time they leave their place of work

7.5.1.3 record any special entries in respect of visits or off-site starts and finishes

7.5.2 Each employee is responsible for ensuring their own accurate recording of all times of attendance

7.5.3 Each employee will calculate the number of hours worked in each week and each accounting period

7.5.4 Paper and/or electronic records should be kept in a central location and should be signed by the employee at the end of each accounting period as a correct record

7.6 SPECIAL CIRCUMSTANCES

7.6.1 Starting and finishing at another location

7.6.1.1 Where an employee starts or finishes the working day at a location other than the usual signing in/out point the actual times of starting and finishing will be added by the employee to their record at the first available opportunity

7.6.1.2 Conference/training attendance should be recorded as standard working time

7.6.2 Medical appointments

7.6.2.1 Medical appointments (excluding ante-natal or appointments relating to industrial injury) should, where possible, be arranged for outside of working hours

7.6.2.2 Appointments in work time should be approved in advance and will count as a debit against hours worked

7.6.3 Leave

7.6.3.1 All leave taken will count as standard hours

7.7 General Conditions

7.7.1 The details of the flexi scheme may be changed if at any time this condition is not being met

7.7.2 The opportunity to participate in this scheme may be withdrawn by the line manager from any member of staff if s/he has consistently not met the requirements of the scheme in any respect

7.7.3 Managers who are considering withdrawal of the scheme or who suspect falsification should consult their Executive Director in the first instance

7.7.4 Falsification of record cards will be treated as fraud and penalties will apply in accordance with the disciplinary procedures

8 THE APPROVAL

8.1 Policy changes are to be approved by the Mayoral Committee

9 THE AMENDMENTS

9.1 The Policy may be reviewed and amended at least every two (2) years or more frequently, as and required

9.2 Maintenance and implementation of the policy is the responsibility of the Director: Human Resources Shared Services (HRSS)

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