

FLEXIBILITY PROTOCOL – VARIATION TO SHIFT LENGTHS

GUIDANCE FOR STATION MANAGERS

Introduction and Information

- 1 From 1st January 2008 the new shift system will commence. The hours of work will be, 0800 – 1900 hours, 1900 – 0800 hours, 2 shifts of 11 and 13 hours respectively.
- 2 A joint management/ FBU working party has reviewed and resolved the majority of childcare/caring issues that have arisen as a consequence of the variation to shift lengths.
- 3 There will, however, be occasions when a member of a watch requires some flexibility from Station Managers/Watch Managers in relation to these changes. If, for example, a single parent is unable to arrange childcare cover or where a divorced parent is unable to change access arrangements they may request that they be able to start or finish early on that particular day. If permission is granted the employee will be required to 'make up' this time in another way, e.g. the use of accrued overtime or additional community fire safety duties.. **For the avoidance of doubt a record should be kept of these arrangements.**
- 4 Station Managers/Watch Managers are asked to give sympathetic consideration to these requests. It is anticipated that these requests will refer normally to 'one off' situations and not be ones which continue for a lengthy period of time.
- 5 The operational needs of the service remain paramount however and appropriate staffing levels should be maintained at all times through all means at your disposal.
- 6 A separate policy, '**Buddying**' is also available for use by staff who may experience problems with the new shift lengths. **See attached.**
- 7 Management reserves the right to review/cancel the arrangement should operational circumstances dictate or where the arrangements have a detrimental effect on the efficiency of the watch.
- 8 Further guidance and discussion on this issue should be sought from the Senior Human Resources Manager as appropriate.

Library:WYFS

Document Name:_P&T_13_7_07.DOC

Document #: 4944 Version:v1

Author_Id: CAM

Family Friendly Issues – Buddying Scheme

1 Introduction

- 1.1 The changes to the shift lengths which will commence on 1.1.08 have some implications for parents and childcare. In order that these implications can be dealt with, Management gives approval for a 'buddying' system to be established.
- 1.2 **This system of work will only be approved if and when the employee has exhausted all other means of childcare and management are convinced that the arrangement is appropriate.**

2 The Scheme

- 2.1 The shift lengths from 1.1.08 will be as follows: 0800 – 1900 and 1900 – 0800 with stand down between midnight and 0700.
- 2.2 If by attending at the above shift start and finish times an operational employee has difficulty with childcare/caring arrangements he/she may arrange with a member of another appropriate watch to cover for him/her. Approval will not be given for cover to be provided for more than one hour.
- 2.3 For example if the member of staff has difficulty starting at 0800 he/she may arrange for a member of the 'finishing' watch to stay back to cover until he/she arrives.
- 2.4 **The above arrangements can only be entered into following discussion with and the approval of the Station Manager and District Group Manager.**
- 2.5 It should be noted that each request to enter into this arrangement will be dealt with on its own merits and Management reserves the right to review/cancel the arrangement should operational circumstances dictate or where the arrangements have a detrimental effect on the efficiency of the watch.
- 2.6 In addition staff should be aware that it is expected that these arrangements will only continue until alternative childcare provision has been made and only for a limited period of time.