

BEBINGTON HIGH SPORTS COLLEGE



Non-Teaching Contractual Hours **Policy**

Agreed/Reviewed by Governors – see reverse

Bebington High Sports College

Non-Teaching Contractual Hours Policy

Rationale

All non teaching contracts irrespective of ratio to full time have clear working hours. This policy seeks to clarify how working hours should be agreed and how working hours will be recorded.

In producing this policy there is a recognition that all non-teaching staff work incredibly hard to support the school, working additional hours when the needs arise without thought for recompense or whether they have any contracted hours owing.

It is not our intention in writing this policy to clock watch, nor to create an environment where flexibility is removed.

Aim

To produce some simple guidance for all non teaching staff that clarifies some issues with their working hours and how we manage the non-teaching staff time as it is one of our most significant resources.

Policy Summary

From September 2009 we will be using a recording system for staff hours. In September all non teaching Staff teams should review the calendar and their contracted hours and with their line manager plan approximately how their contracted hours will be used up over the year in the form of a draft working plan.

Policy Specifies

Flexitime Contracts

The policy as described below will apply equally to non teaching staff on flexitime contracts with one additional constraint. Those on Flexitime contracts must be available for the core business hours of 9.30am until 3pm excluding allowed breaks during term time. See Flexible working hours document.

Recording

Each member of non teaching staff should have agreed draft working plan drawn up in September 2009 with their line manager, having due regard to school calendar event and holidays allowances.

From September all non teaching staff will be responsible for maintaining their own personal record of working hours which should be forwarded to the Business Manager no later than the end of half-term to enable central records to be updated.

Additional hours

Hours worked outside the normal working day can be recorded on the personal record

Providing time in lieu for additional hours worked, or using them to offset additional hours on a contract will only be possible when the additional hours were previously agreed with the line manager or the Headteacher.

Additional hours will need to be monitored by the member of staff and the line manager to ensure that they do not accumulate to a point where we would be unable to honour any agreed time-in lieu.

It is not practical that additional hours be carried over from one academic year to another. In each September the contracted hours will be restarted following any adjustments for length of service.

Length of Service adjustments

.833 (with less than 5 year service):

Required to work 3/10ths of a week (in any one year) during school holiday period without additional payment.

.833: (with at least 5 years continuous service):

Payment (in August) equivalent to half a week

.833: (with at least 10 years continuous service):

Payment (in August) equivalent to half a week, plus half a weeks term-time annual leave.

.917: (with less than 5 years service):

Required to work 4 weeks and half a day (in any one year) in school holiday periods with additional payment.

.917: (with at least 5 years continuous service):

Required to work 3 weeks and one day (in any one year) in school holiday period without additional payment

.917: (with at least 10 years continuous service):

Required to work 2 weeks and 3 days (in any one year) in school holiday period without additional payment

Staff working all year round, with less than 5 years service:

Annual leave pro rata to 20 days.

Staff working all year round, with at least 5 years continuous service:

Annual leave pro rata to 25 days.

Staff working all year round, with at least 10 years continuous service:

Annual leave pro rata to 28 days.

Teaching Assistants Levels 1,2, 3 & HLTA

Contractual additional days' requirement:

To work a maximum of 15 days (105 hours) or pro rata if part time, from 1 September to 31 August. Contractual hours per week = 35.

Line Management

It is the responsibility of the line manager with due regard to the calendar and their knowledge of the demands on their team to ensure that there are resources to meet needs throughout the year and be able to effectively manager the time in lieu that may be accrued in any team.

Following production of draft working plans for all staff these will be moderated by the Headteacher to ensure equitability across the non-teaching staff teams and address any under resourcing.

Working during School Holidays

All non teaching staff will continue to sign in an out of school (in accordance with the Lone Working Policy) during working days in school holidays. Non teaching staff will be expected to review holiday working plans with their Line Managers before the start of each holiday.

Draft Working Hours Plan

Name

Position

Contract specifies

Holiday allowance

Extra hours to be worked

Month	Working school days	Special activities	INSET Days	Expected extra demands
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				

Bebington High School Flexible Working Hours

Standard Working Day	0830 to 1630
Standard Weekly Hours	35 hours
Settlement Period	1 Term
Band Width	0800 to 1800
Core Time	0930 to 1230 1400 to 1500
Flexible Hours	0800 to 1000 1200 to 1330 1530 to 1800
Lunch	Minimum 30 minutes to be taken between 1230 to 1400
Carry Over	Maximum allowable credit 35 hours Maximum allowable debit 7 hours
Flexileave	Maximum of 1 week per settlement Period
Annual Leave	Maximum of 5 day carry over per year (1 September to 31 August)
Credit Entries	FL Flexileave AL Annual Leave SL Sick Leave LOA Leave of Absence TC Training Course DR Doctor D Dentist H Hospital O Optician X Other (reason to be stated)

All entries to be made on a 24hr clock basis

Individual Officers should sign each recording sheet to indicate that the entries made are correct.

Line Manager should also sign the recording sheet to indicated that they have also checked the entries.