

## **FLEXIBLE WORKING POLICY ISLE OF MAN CIVIL SERVICE**

Last updated: August 2020 – Amendment Ref. [15-116](#)

The Public Services Commission encourages the use of flexible working arrangements for Civil Servants where such arrangements provide benefits to management and staff. Flexible working arrangements include: -

Job Share- providing the services of a full time post by two part-time civil servants. Job share arrangements will normally provide cover during the full working week and the civil servants will use the same accommodation and equipment as that allocated to the full time post. Working patterns are to be determined by management in consultation with the post holders and may be changed by management if necessary.

Part-Time - providing a post with conditioned hours of less than 37 hours per week. Working patterns are to be determined by management in consultation with the post holders and may be changed by management if necessary.

Flexible Working Patterns - providing for part-time and full time staff to work their conditioned hours in a working pattern different from normal office hours. Working patterns are to be determined by management in consultation with the post holders and may be changed by management if necessary.

Homeworking – providing for a civil servant to work from their home on an ad-hoc or regular basis where their job may be carried out equally on site or from another location. The Isle of Man Public Service Homeworking Guidelines provide a framework within which managers and employees can agree homeworking arrangements.

Changes to existing working arrangements may be initiated by management or staff. Managers who wish to introduce some form of flexible working should:-

- a) Consider the implication of the proposals from a legal and accountability point of view if the post has specific responsibilities as a designated official.
- b) Consult with the Office of Human Resources to obtain advice on the proposals (e.g. any additional costs or possible personnel problems arising from the proposed change).
- c) Consult the staff concerned and their staff representatives about the proposals, and take their views into consideration before introducing any change.
- d) Provide details of the changes that management wishes to make to the Office of Human Resources for final consideration and agreement, where necessary; and for the necessary action to be taken in terms of changes in terms and conditions of existing staff and recruitment of additional staff.
- e) Where appropriate give staff reasonable notice of any changes and confirm the new arrangements in writing (e.g. a variation in working patterns that does not involve a change in basic terms and conditions of service).

Following the implementation of the Employment Act 2006, civil servants who wish to make changes to their hours of work or working patterns should refer to Regulations [F140 – F151](#) (Flexible Working) for further guidance and details about flexible working.