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WORKING TIME POLICY

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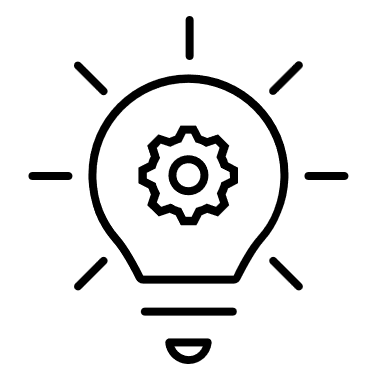
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Working time policy

# Objective

At InnovRH, we believe that work-life balance is essential. By offering flexible hours, we want to improve your quality of life and allow you to work more independently and satisfactorily. This policy aims to support and value you while maintaining a high level of productivity and job satisfaction.

* Fair management of schedules, distinguishing oneself as an employer of choice, promoting a work-life balance, promoting a gradual return to work after sick or parental leave, offering more flexibility, managing gradual retirements, etc.*

# Flexible hours

• Flexible hours: The company is implementing a comprehensive approach to manage remote work and cross-time zone collaboration. To ensure efficient scheduling, they will coordinate meetings by identifying overlapping time windows for teams in different locations, utilizing scheduling tools to facilitate this process. Attendance and working hours will be monitored through time-tracking software and self-reporting, with regular check-ins to maintain trust and flexibility. This strategy aims to create a structured yet adaptable work environment, accommodating the needs of a diverse workforce while ensuring productivity and effective collaboration. The key focus is on providing a balanced framework that combines oversight with employee autonomy.

* **Variable hours**: You can choose your start and end times of the day, respecting a mandatory time slot (e.g. from 10 a.m. to 3 p.m.). This allows you to start your day earlier or later depending on your personal needs, while still being available during peak company hours to facilitate collaboration between teams.
* **Telecommuting**: You can work remotely a maximum of 2 days per week, in agreement with your manager. Telecommuting can be occasional or regular, depending on your needs and the requirements of your position. You must have a suitable working environment at home and be reachable during the agreed working hours.
* **Compressed week**: You can work your weekly hours on fewer days (for example, four days of work instead of five). This allows you to benefit from an additional day off each week, while respecting your weekly hours quota.
* **Part-time work**: With your manager's agreement, you can choose to work part-time for a term or indeterminate. This is especially useful if you want to reduce your workload for personal or family reasons.
* **Unpaid leave**: You may take leave without pay in addition to your paid leave, subject to approval. This gives you extra flexibility to handle exceptional personal situations or extend your vacation periods.
* **Irregular schedule**: You can follow a custom schedule where your work hours are not fixed from day to day, but your total number of hours worked and pay remain the same. This allows you to better manage your personal obligations while fulfilling your professional responsibilities.
* **Job Sharing**: Two employees can share the duties of a single full-time position. In this case, each employee's hours of work are reduced, but the responsibilities and requirements of the position are shared. This allows everyone to have more free time while ensuring the continuity of essential tasks.

# Period of application

• Pilot project: The success of this remote work pilot project will be evaluated through a comprehensive assessment process. Key performance indicators such as productivity, employee satisfaction, engagement, attendance, and collaboration will be measured to gauge the policy's effectiveness. The evaluation will also consider specific criteria, including productivity levels, employee engagement, operational efficiency, and how well the remote setup aligns with company objectives. The decision to integrate the policy permanently or suspend it will be made based on these factors. This crucial decision-making process will involve collaboration between the Human Resources department, management, and employee representatives, ensuring a holistic review of the remote work experiment's outcomes.

**Pilot project**: This flexible working hours policy will be implemented on an experimental basis for a period of six months. At the end of this period, the results and feedback from employees will be analysed to decide whether to permanently integrate this policy or suspend it.

# Admissibility

• Eligible positions: Applicable to all full-time and part-time positions, except those requiring constant physical presence, such as production, security, or other critical functions.: The company is implementing a remote work policy and will carefully assess which roles are eligible for remote arrangements. They will primarily consider job requirements to determine eligibility, specifically focusing on positions that demand a constant physical presence. These roles typically involve hands-on tasks, reliance on specific on-site equipment, or have critical security considerations. The evaluation process will be thorough, involving HR and management, and the criteria will be communicated transparently through policy updates and HR announcements. This approach ensures that employees understand the reasoning behind the decisions and can manage their expectations regarding remote work options, potentially influencing their job applications and career path choices within the organization.

# Missing Element

• Eligible positions: Applicable to all full-time and part-time positions, except those requiring constant physical presence, such as production, security, or other critical functions.: The company's comprehensive onboarding process for remote hires includes virtual orientation, role-specific training, mentorship, and online resources. Effective communication is maintained through regular check-ins, platforms like Slack or Microsoft Teams, and scheduled meetings, ensuring consistent information flow. Performance evaluation for remote employees involves KPIs, feedback sessions, self-assessments, peer reviews, and project progress monitoring. Data security measures encompass VPNs, encryption, audits, and employee training for privacy protection. Employee well-being is prioritized with wellness programs, virtual fitness, mental health resources, and flexible schedules. The HR policy considers cultural factors such as communication styles, holidays, and inclusivity for diverse remote teams. Conflict resolution involves documentation, direct communication, and escalation when needed. Emergency procedures are in place, with training and resources provided to ensure remote worker safety. Collaboration tools like Slack, Zoom, Asana, and Google Workspace facilitate remote teamwork. Compensation packages are tailored to regional standards, legal requirements, and cost of living, ensuring compliance and employee satisfaction. This policy aims to create a structured and supportive remote work environment while addressing various operational and cultural aspects.

* **Eligible positions**: The flexible scheduling policy is applicable to all full-time and part-time positions, with the exception of positions that require constant physical presence, such as those related to production, security, or other critical functions that cannot be performed remotely or with variable schedules.
* **Required seniority**: To be eligible for the flexible scheduling policy, employees must have completed a six-month probationary period. This helps ensure that employees have a clear understanding of their responsibilities and expectations before adopting a flexible schedule.
* **Additional criteria**: Employees must demonstrate satisfactory performance and an ability to effectively manage their workload independently. Employees with a history of performance or time management issues may be deemed ineligible until these issues are resolved.
* **Maximum number of employees**: To avoid any break in service, a maximum of 25% of employees in the same department can join flexible schedules simultaneously. This limit ensures that the team can maintain an adequate presence and meet operational needs without interruption.
* **Project-specific criteria**: In the case of specific projects requiring intensive collaboration or tight deadlines, access to flexible scheduling arrangements may be restricted to ensure team cohesion and project success.
* **Eligibility review**: Eligibility for the flexible hours policy may be reassessed periodically, including in the event of a change in the employee's position, responsibilities or performance. Any changes will be discussed with the employee concerned.

## Exclusion

Positions that require a constant physical presence on site, such as production technicians, security guards, and machine operators, are excluded from the flexible scheduling policy. These positions are essential to maintaining daily operations and require a continuous presence to ensure safety, equipment operation, and production continuity.

In the interest of equity between all jobs, adapted and complementary measures are offered to employees occupying these positions. This may include specific schedule arrangements, extra days off, or other forms of support to improve their work-life balance.

# Implementing rules

## Approval Process

1. **Submitting the application**: You must submit a written request to your manager at least two weeks before the desired implementation date. The application must include details of the desired development and rationale.
2. **Assessment of the application**: Your manager will assess the application based on the following criteria:
   * Compatibility with your job responsibilities.
   * The impact on team productivity.
   * The ability to meet operational needs.
3. **Application Approval**: If your application is approved, a written agreement will be established between you and your manager, detailing the terms and conditions for flexible scheduling.
4. **Reasons for refusal**: A request for a schedule change may be refused for the following reasons:
   * The nature of the position does not lend itself to a flexible schedule.
   * The economic or material resources of the organization do not allow it.
   * The employee's performance and performance are unsatisfactory.
   * The goal of the application is to obtain a second paid job within another organization.



*The reason for refusal must not discriminate on the basis of marital status or gender, for example.*

## Maximum

* **Maximum duration of the arrangement:** The application of the working time arrangement is generally provided for a maximum period of six months. After this time, a reassessment will be conducted to determine if the development can be extended, modified or stopped.
* **Long-term measure:** In some cases, and depending on the operational needs and performance of the employee, the arrangement of working time may be approved for an indefinite period. However, this decision will be made on a case-by-case basis, in consultation with the manager and human resources.
* **Exceeding the maximum allowable duration:** If a request exceeds the maximum duration of six months, the employee will be required to submit a new request justifying the extension of the accommodation. This request will be reviewed based on the usual criteria and the employee's performance during the previous flexible schedule arrangement.

## Remuneration

* **Changes to compensation**: Compensation will be proportionately adjusted based on the reduction or increase in hours of work. For example, if you move from a full-time job to a part-time job, your compensation will be adjusted accordingly.
* **Criteria for compensation changes**: Criteria for determining compensation changes include:
  + The number of hours worked per week.
  + The specific responsibilities and tasks associated with the new work arrangement.
  + The duration of flexible working hours.
* **Vacation and leave**: Vacation and sickness pay will be adjusted in proportion to the reduction in hours of work. For example, an employee working part-time will accrue vacation days and sick pay in proportion to their hours worked compared to a full-time employee.
* **Benefits Eligibility:** To remain eligible for benefits offered by the company, you must work a minimum of 20 hours per week.