

Relevant Legislation	Section 152(7) of the Constitution
Commencement Date	27 April 2017
Review Date	The review date is 12 months after the commencement date and every three years after that.

POLICY STATEMENT

1 Intent

Traffic congestion in the morning results in staffs frequently arriving late to work and lost productivity. The primary objective of introducing flexible starting and finishing time is to ensure staffs productivity is maintained at the same ensuring that minimal disruption is done to the services provided by the Office of the Auditor General.

OAG staffs may apply to Management for consideration for an alternate starting and corresponding finishing time outside of the normal 8.00am to 4.30pm for Mondays to Thursdays, and 8.00am to 4.00pm on Fridays. Members of Management team may apply to Auditor-General for consideration of alternate start and finishing time.

2 Scope

Subject to requisite approval, flexi time is granted and allowed for all staffs except for staffs working in the front office which includes reception area, registry and official drivers due to the nature of their work.

The flexible time staff can apply for are from;

- 7.30 – 4.00
- 8.30 – 5.00
- 9.00 – 5.30

Staffs starting at 9.00am are required to find their own way to client's premises. Staff may be recalled after their knock off period on the discretion of Auditor General.

This policy does not form part of the staff terms and conditions of employment and may be subject to change at the discretion of Management. However, advance notice shall be provided for any change in policy.

3 Objective(s)

Flexi time enables the staff to request Management to alter their start and stop time without varying their the lunch break;

The 74 hours as required on a fortnight remains unchanged, as does the responsibility of staff to deliver the requirements of their role;

The start time must be recommended by responsible Supervisors, Directors and Deputy Auditor-General for approval by the Auditor-General;

The success of flexi time is inextricably linked to monitoring and improving service efficiency and effectiveness. Therefore the agreed starting time shall be maintained as much as possible and short-term changes should be properly authorised.

Some staff because of the nature of their work will not always be possible for responsible supervisors to authorise an individual flexi time request;

Any flexi time request agreed in principle can be subject to change to ensure that requirements of the Office are met;

4 Definitions and Acronyms

Define terms used in the policy and explain any acronyms, for example:

Policy Maker	Senior Office officer responsible for Policy development
Management	Approval of Auditor-General or Deputy Auditor-General

5 Policy Maker

Auditor-General

6 Supporting Documents/References

Constitution of the Republic of Fiji

General Order

Policy Development Framework

7 Key Words

Governance

Accountability

Service Effectiveness and Efficiency

8 Monitoring

All work undertaken after normal working hours shall be monitored by Supervising Officers to ensure optimum performance.

Any abuse will result in disciplinary action.

9 Supporting Procedures/Guidelines

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should Officers need clarification.

RESPONSIBILITIES	
Implementation	The Supervisors and Directors are responsible for implementing the policy.
Compliance	The applicant is responsible for complying with the policy.
Monitoring and Evaluation	The Supervisors and Directors are responsible for monitoring and evaluating the policy.
Development and/or Review	The Corporate Services division will be responsible for developing and/or reviewing the policy.
Interpretation and Advice	The Deputy Auditor-General is responsible for interpreting and advising on the policy.

ANNEXURE 1

Definitions

Flexi time has a number of terms which may be unfamiliar to staff. So that there is no confusion over their precise meaning, the most common of them are listed below together with the meaning assigned to them.

Flexi Time Period

The flexi time is varying the starting time for Officers for all eligible staffs on case by case basis with the approval of Management.

Working time must be managed by all for optimum performance in line with business needs and working time regulations.

Flexi time period exclude carry forward of settlement period.

Office Hours Start Work Time

General order 301 outlines that Office hour shall be prescribed from time to time by Heads of Departments but the entire time of Public Officers is at the disposal of Government.

It is at the discretion of Auditor-General to require the attendance of all or any member of their staff for such additional period as they may from time to time consider necessary.

The Office hours are from 08.00am – 4.30pm, Monday to Friday.

Variation in start time is allowable between 7.30am up to 9.00am and the corresponding knock off time would be from 4.00pm to 5.30pm for which you can request from Management to work. No general limit is placed on the number of hours to be worked in a week, within the bandwidth, providing there is no breach of the General order.

Normal Office-Hour

The office hours during which offices will be open to the public or other members of staff is published and confirm the minimum staff coverage required during these times.

Normal office hours are inclusive of a lunch period, cover must be provided.

Flexi Time Leave

No flexi time leave is permitted for the purpose of the policy as variation of starting time being the purpose of this policy guideline.

It will not always be possible for line management to authorise an individual's flexi time request.

Absence from Work

All absence should be authorised in advance by management.

Course Attendance

Staff attending courses at University for professional development purposes will not be permitted to be part of the flexi time policy.

Management

Recommendation Authorization from Directors and Deputy Auditor-General with the approval of Auditor-General or Officers as delegated by Auditor-General.

Monitoring

Team Leaders will supervise and monitor the flexi time records of their staff regularly and discuss any issues with staff as they arise.

Termination of Employment

Staff leaving employment will be required to ensure that they have completed the appropriate number of hours up to the time of their termination of employment and supervisors to ensure that staffs have a no balance at the time of leaving; otherwise a deduction from pay will be made.

10 Monitoring

To ensure effectiveness of this policy, it will be reviewed on an annual basis. Taking into account of challenges to the policy and any changes to legislation and national guidance.

11 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

12 Who to Contact About this Policy

Any queries is directed to Deputy Auditor-General.

13 Approval

The Flexi Time policy becomes effective on the date approved by the Auditor-General.

14 Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	27 April 2017
Policy to be reviewed by:	27 April 2018
Manager responsible for policy:	Manager Corporate Services