

Relevant Legislation	Section 152(7) of the Constitution
Commencement Date	27 April 2017 (Reviewed 1 April 2020)
Review Date	31 March 2023

POLICY STATEMENT

1 Intent

The primary objective of implementing 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 Executive 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 Executive Management team may apply to Auditor-General for consideration of alternate start and finishing time.

Additionally, the primary objective of introducing grace period on reporting time by 15 minutes is to be flexible to staff needs and to ensure that they are not penalized unnecessarily for coming in late to work.

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.

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

3 Objective(s)

Flexi time enables the staff to request Executive Management to approve flexible start and finishing off 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 flexible time must be recommended by responsible Supervisors, for approval by the Directors/ Deputy 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 authorized;

For 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 Auditor General

Management Approval of Executive Management Committee

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

Grace Period

Disciplinary Action

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 Corporate Services 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

I. Flexi Time Period

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

The flexible time staff can apply for are from;

Schedule 1.0

Monday- Thursday	Friday
7.30am – 4.00pm	7.30am - 3.30pm
8.30am – 5.00pm	8.30am - 4.30pm
9.00am – 5.30pm	9.00am – 5.00pm

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.

II. 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.

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 staff can request using Change in Working Hours Form. 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 office policies.

III. Normal Office-Hour

The Office hours are from 08.00am – 4.30pm, Monday to Thursday and 08.00am -4.00pm on Fridays

IV. Flexi Time Leave

Leave for staff on flexi time will be treated as corresponding to the starting time, eg a staff starting work at 7.30am will have half day leave at 11.15am compared to normal working hours, where half day is at 11.45am.

V. Absence from Work

All absence should be authorized in advance by management.

VI. Course Attendance

Staff studying for professional development are required to utilize personal time or attend classes after hours. The professional development is encouraged by the office, however the arrangement must not affect the allocated work and responsibilities of the staff while on flexi hours.

VII. Management

Recommendation from team leaders with the approval of Directors and Deputy Auditor-General or officers as delegated by Auditor-General.

VIII. 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.

IX. Bio Metric system

Biometric system has been installed and staff must sign in while obtaining entry to the office and sign out at the end of the day. The immediate supervisors are responsible for ensuring that their staff sign in and sign out every day and also communicate any direct reporting to client, absence from work or away from office for official trips.

Any absence from duty occasioned by late arrival shall be permissible to 15minutes grace period and covering loss time by staff.

Staff working overtime must obtain prior approval to gain access to the office for the period of work done afterhours.

Daily attendance report will be submitted to Executive Management at 10.30am for entry attendance, while for Exit attendance, report is circulated the following working day. Records for viewing are also available in shared folders.

Annexure 2

Grace Period - An extra amount of time in which you are free from certain consequences normally associated after a certain time.

Disciplinary Action- A method of dealing with an employee who may disregard the guidelines set in this policy. The deducted from a staff's salary and disciplinary action will be taken for persistent late comers.

I. Grace period on reporting time policy

Staffs arriving 15 minutes late after their flexi/normal reporting times can be permissible for grace period to ensure that working hours are fully utilized as well as ensuring that staffs are not penalized for coming late by few minutes. Staffs may cover the lost time by staying back for 15 minutes or by sacrificing 15 minutes from their lunch hour.

II. The grace period reporting time policy is as per below:

Schedule II:

Flexi/Normal Time (Mon-Thurs)	Grace Time (+ 15mins)	Option 1		Option 2
		Finishing Time Monday-Thursday	Finishing Time Friday	Finishing time
7.30am	7.45am	4.15pm	3.45pm	Taking 45 minutes for lunch and finish off as per schedule 1.0
8.00am	8.15am	4.45pm	4.15pm	
8.30am	8.45am	5.15pm	4.45pm	
9.00am	9.15am	5.45pm	5.15pm	

Grace period on reporting time is currently been implemented for the smooth running of the office and that staff salary deduction will be the last resort.

For any absence from duty occasioned by late arrival shall be deducted from an officer's salary if the accumulated absence in one month equals or exceeds one hour (60 minutes). As such, staff must cover lost hours to avoid any disciplinary actions.

The Auditor-General at his discretion may proceed with disciplinary action for staff reporting late surpass the grace period on reporting time. This will be recommended based on the Late Arrival Report for persistent late comers.

III. Monitoring

Team Leaders will supervise and monitor the flexi time records of their staff regularly and discuss any issues with staff as they arise. The daily attendance report will also capture the sign in/ sign out of each staff. The grace period on reporting time will allow staffs arriving late to cover up lost time.

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

Team Leaders and registry will supervise and monitor the grace period reporting records of all staff regularly and discuss any issues with their respective managers as the need arises. Any abuse will result in disciplinary action.



REQUEST FOR CHANGE IN WORK HOURS

Please submit the completed copy of this form to Registry

Name:	Date:
Designation:	Audit Group:
Reason:	
<p>Proposed Time: Please tick one of the following for flexible working hours</p> <p><input type="checkbox"/> 7.30am – 4.00pm [Monday-Thursday] / 7.30am-4.00pm [Friday]</p> <p><input type="checkbox"/> 8.30 am – 5.00pm [Monday – Thursday] / 8.30 am – 4.30pm [Friday]</p> <p><input type="checkbox"/> 9.00 am – 5.30pm [Monday – Thursday] / 9.00 am – 5.00pm [Friday]</p> <p>Alternatively, staff may complete the following if changing to normal working hours</p> <p><input type="checkbox"/> 8.00 am – 4.30pm [Monday – Thursday] / 8.00 am – 4.00pm [Friday]</p>	
<p>Team Leaders Recommendation:</p> <p><input type="checkbox"/> Recommended for flexible working hours</p> <p><input type="checkbox"/> Recommend for normal working hours</p>	Sign & Date:
Directors/Deputy Auditor General’s Approval:	Sign & Date:

For Official Use:

Registry/ Human Resources

Receiving Officer	Date
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Accounts Section

Receiving Officer	Date
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10 Review

This policy will be reviewed in 2023

11 Monitoring

To ensure effectiveness of this policy, it will be reviewed after 3 years. Taking into account of challenges to the policy and any changes to legislation and national guidance.

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 Executive Management Committee

14 Revision/Change Log

Version 2.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	1 April 2020
Policy to be reviewed by:	31 March 2023
Manager responsible for policy:	Manager Corporate Services

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