

# Brasenose College Policy on Flexible Working (for academic employees)- April 2021

## **Introduction**

Brasenose College believes that the promotion of flexible working can increase motivation, promote work–life balance, reduce stress and improve performance and productivity. The College will, where practical, even if it falls outside the “statutory right to request”, try to accommodate your request for flexible working. However, the needs of College and its charitable objectives must be met.

## **Flexible working for academics**

Flexible working for academics is, in most cases, part of normal working practices, with research and administration carried out by the academic at a time and place that suits them. The significant exception is teaching, which is defined and monitored by contact hours with students (although each “hour” of teaching represents much more than an hour of work because of associated activities such as preparation and marking).

## **Stipendiary Lecturers**

For Stipendiary Lecturers, the appointment of each employee is made solely on the basis of teaching hours required. The nominal “full time” Lectureship is for 12 hours teaching per week, but most Lecturers are appointed to teach a fraction of this. Lecturers are also paid by the College for four months for each 8 week term of teaching, reflecting the variable rhythms of academic life.

If any Lecturer wishes to make a request to change teaching hours or for other flexible working they may do so using the process outlined below.

## **Associate Professors – Tutorial Fellows (APTFs)**

Applications for Part Time working by APTFs are complex, as these Tutorial Fellows are employed jointly by both University and College with teaching, research and administrative duties across both University and College. The split between University and Colleges is usually on one of two standard models<sup>1</sup> (and in some cases the College share is then shared further between two or three colleges).

The variance in mix of teaching, research and administration, and the different models of University/College appointment make it difficult to determine a precise approach to part time working, but the College wishes to be as flexible and accommodating as possible, while applying the following principles when assessing requests for part time working:

1. The College will support, wherever possible, part time working. The reasons for any request are not relevant and will not form part of any decision.

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<sup>1</sup> UL or CUF: The salary split is UL: 84% University and 16% College ; CUF: 40% University and 60% College

2. All APTFs on part time working will still be eligible for housing or 100% of the housing allowance.
3. For Fellows requesting up to 50% reduction in working or teaching hours, and who are making a similar (but not necessarily identical) part time arrangement with their University employment, the College will usually be able to use one of two standard methodologies for calculating the adjustment to salary for part time working:
  - a. Reduction in part time working as a percentage of all the duties in the employment contract, with an equivalent percentage reduction in all the College salary
  - b. or a reduction in teaching load, valued on an hourly basis in accordance with the standard Stipendiary Lecturer rates at the highest point (Point 5, spine point 27). These are laid out in the Register of Approved Payments as released by Senior Tutors Committee each year. In 2019-20 the rate per hour per annum is £2,579.
4. For Fellows requesting more than 50% reduction in working or teaching hours or not making similar arrangements with the University, standard methodology for calculating salary reduction is unlikely to be applicable, and would need to be worked out on a case by case basis. The College will consider each case carefully, and approve them when it can (and indeed has a legal duty to do so), but Fellows are advised that it is likely to be harder to achieve an acceptable balance between the request of the individual with the teaching duties and financial needs of the college and the burdens on other staff.

### **Process for application**

1. All requests will be managed in accordance with statutory requirements and the ACAS code.
2. Academic employees wishing to apply for flexible working should apply in writing to the Senior Tutor or Bursar.
3. The Senior Tutor and Bursar will assess the request, including the impact on teaching, including replacement teaching, the impact on students and on other academics, and the financial impact, and make a recommendation to HR Committee.
4. All applications will be considered and decided by HR Committee, and communicated to the employee in writing.
5. If an employee is not satisfied with the decision, he/she can appeal to the Principal. Appeals must be in writing and made within 14 days. For most academic employees, the Principal will determine the appeal. For members of Governing Body, the Principal will convene a panel of Fellows not on HR Committee to consider the appeal; this would not be an appeal convened under Statute XVI.
6. Requests may be for a fixed period or permanent. Both may be subject to periodic review.
7. There is no automatic right for an employee to return to full time after the period of an agreed part time working. Any change in working hours must be considered under this policy.

This policy will be reviewed in 2023.

Policy approved:

by Remuneration Committee on 26<sup>th</sup> January 2021

by Governing Body on 28<sup>th</sup> April 2021