
WORKING ARRANGEMENTS DURING DISRUPTION TO PUBLIC TRANSPORT

CHAPTER 13

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INTRODUCTION

13000 Where there is likely to be severe disruption of public transport services, all staff should make every effort to get to work using any means which is practicable, for example:

- a. by an alternative form of public transport where this is still running;
- b. by using their own car, or by accepting a lift in the car of a colleague
- c. by cycling to work where the individual is able to do so;
- d. by walking for up to an hour, each way, to reach their workplace, if the individual's health permits.

Essential Staff

13001 It is for Heads of Divisions, Territorial Directors and Chief Conservators to decide which staff are essential for running their Departments. Line managers will notify those members of their staff that this applies to. If essential staff cannot get to work by any of the means set out above, beds can be provided for those who are prepared, at management's request, to sleep in the office. Staff who arrange to sleep in the office will be entitled to an out of pocket expenses allowance, details of which will be published in any notice to staff about the disruption.

Walking

13002 Essential staff whose only means of attendance involves walking are only expected to spend up to an hour, each way, walking both to and from their normal workplace. The distance this represents depends on the difficulty of the journey and weather conditions, age, physique and general fitness, but as a general guide it should not exceed 4 miles each way.

Non-Essential Staff

13003 For staff who are not designated essential, managers should consider with their staff what arrangements should be made. The basic objective must be to carry out the work of the unit with the minimum of disruption. Wherever possible, this means that staff should work from their offices during normal business hours. There will be cases, however, when it makes more sense for staff to take work home or vary their hours or patterns of working. Line managers are encouraged to consider how these factors relate to their particular circumstances and how they can best organise the work and staff of their branch or section to cope with the transport problems.

13004 In particular, line managers should consider the following possibilities:

- a. If staff can get to work without spending unreasonable time in travelling, this is the preferred course. However, where travelling times become unreasonable and staff wish to work at home, managers must consult Personnel Services before introducing appropriate arrangements for managing the revised pattern of work.
- b. Some staff may find that by setting off early for work and working their normal hours, they are then faced with the prospect of returning home at a time of heavy traffic brought about by the increased use of private cars during the transport disruption. If managers, after discussion with staff, can devise different work patterns to overcome such problems (for example, working four days with long hours followed by one day off), managers have discretion to agree to such arrangements during a period of major transport difficulties, provided total working hours are still achieved. Personnel Services should be consulted if arrangements will affect the use of the flexi system.

c. Where staff have had a carry over of annual leave from previous years or otherwise have leave to spare, this may be a convenient time to use some of it.

d. If line management, in consultation with Personnel Services, consider that it is unreasonable to require staff to attend the office, bearing in mind their individual circumstances, and it is not possible or practical for them to be given work which can be carried out at home, managers have, as a last resort, discretion to authorise staff (in writing) to stay at home without any loss of pay.

13005 Heads of Division, Territorial Directors and Chief Conservators should have in place arrangements to ensure that they know the extent to which their staff are able to reach the office and the effect generally of the transport disruption on their work. Arrangements such as those set out in the preceding paragraphs must be kept under continuous review in the light of changing circumstances. It should be made clear to staff that they are liable to be modified at any time.

Telephoning In

13006 Whether staff are designated essential or not, if they are unable to get to work when it has been agreed that they should do so, they should telephone their line manager, (or another senior member of staff) as early as possible to inform them of their changed situation.

13006-13020 Unallocated.