

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

Guidelines on flexi-hour arrangements

Committed to cultivating an inclusive and adaptable work environment, the University puts in place flexi-hour arrangements to accommodate the diverse needs and preferences of its staff members. These arrangements offer flexibility in working hours, empowering staff members to effectively balance their personal and professional commitments, enhance productivity and promote overall well-being. This set of guidelines is developed to provide staff members with a framework for the effective adoption of flexi-hour arrangements within their respective areas of work.

2. Flexi-hour arrangements are applicable to all full-time non-teaching staff who have served the University with not less than three months of continuous service since appointment, providing them with a variable work schedule outside the official office hours of 9:00 a.m. to 5:50 p.m. on working days. However, flexi-hour arrangements are not an entitlement for staff members and do not apply to those who have confirmed departure of service and on shift duty.

3. The decision regarding the implementation and specific details of flexi-hour arrangements, such as scope, eligibility criteria for staff members, operational procedures, approval mechanisms and monitoring systems, lies with the respective Deans of faculties/schools or Heads of administrative offices who should assess the effectiveness and potential impacts on operations, service quality and productivity within their respective units. They will consider a range of factors, including but not limited to manpower and operational needs when determining the feasibility and suitability of flexi-hour arrangements. Those units are expected to maintain sufficient staffing levels to ensure the same level of service during official office hours.

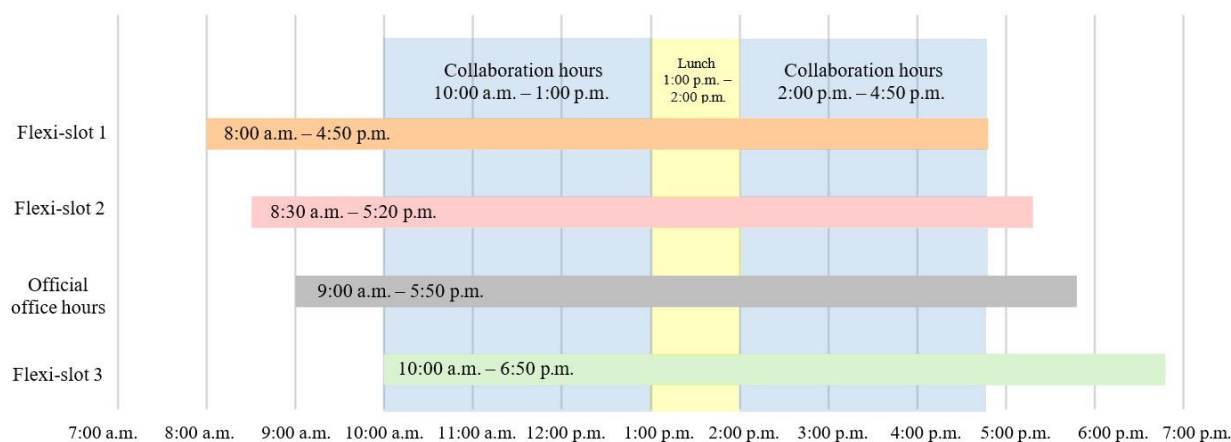
4. The University will review the implementation of flexi-hour arrangements regularly and may adjust and cease the implementation as and when necessary.

Working hours under flexi-hour arrangements

5. “Flexi-slot” refers to the designated period in which staff members can choose to start and finish work on a consistent pattern outside the official office hours, as long as they fulfill the required daily working hours and contractual working hours. “Collaboration hours” refers to the core working hours during which all staff members must be present for effective coordination and communication. It should be ideally utilised for scheduling meetings within the University, as far as possible.

6. There are three flexi-slots available to eligible staff members. Once a staff member has chosen a specific flexi-slot, they are expected to adhere to that chosen slot consistently. The working hours of the flexi-slots and the official office hours, including collaboration hours and a one-hour lunch break, are illustrated as follows:

Working hours under flexi-hour arrangements



Raising requests, approval mechanisms and compliance

7. In units where flexi-hour arrangements are to be implemented upon consultation with the respective Vice- Presidents/Provost/President and Vice-Chancellor on the framework, staff members who are interested in working during flexi-slots will need to submit their preferences to supervisors or assigned staff members, following the arrangements established by their respective units. Upon receiving the preferences, the relevant parties will then discuss to reach an agreement on the flexi-hour arrangements, taking into account factors such as manpower allocation and operational needs within the unit. In cases where no agreements are reached, the staff member concerned will be required to work during the official office hours.

8. Staff members are required to adhere to the approved flexi-hour schedule determined by the faculties/schools/departments/academies/offices and fulfil their work obligations for a minimum duration of three months. Requests of schedule change during the three-month period will be considered and agreed by the respective team managers on a case-by-case basis.

9. Once the departmental/office flexi-hour schedule is approved by the respective Vice-Presidents/Provost/President and Vice-Chancellor, it should be disseminated to all staff members within the respective departments/offices to allow for internal coordination. Supervisors are responsible for monitoring staff members' compliance with the approved work schedule, ensuring a smooth operation and preventing any potential abuse or misuse of the flexi-hour arrangements. Staff members will be required to provide evidence for performance management and evaluation of work efficiency upon request.

10. The relevant records of the flexi-hour arrangements should be sent to Human Resources Office (HRO) for retention. The HRO will check the implementation of flexi-hour arrangements to ensure compliance with the approved schedules and any relevant policies, as and when necessary.

11. Deans of individual faculties/schools or Heads of administrative offices have the authority to adjust or cease the implementation of flexi-hour arrangements as necessary to respond to changing circumstances within the respective units, ensuring that the work environment remains productive and efficient.

Working hours of partial workday

12. In the case of partial workdays, official office hours will apply, meaning that staff members should adhere to the designated office hours during their time at work to ensure that organisational operations can run smoothly.

13. In general, the implementation of flexi-hour arrangements will not affect the application of the “Arrangements for University Offices on the Approach of Typhoons/Rainstorms”. In cases where adverse weather, i.e., Typhoon Signal No. 8 or Rainstorm “Black” Warning Signal, or “extreme conditions” are no longer in force at or before 1:30 p.m., staff members are expected to return to work as soon as practicable, taking into consideration the weather and traffic conditions. During these situations, the official office hours will apply.

Abuse of policy

14. Any unauthorised, misuse or abuse of flexi-hour arrangements will be subject to management review and appropriate disciplinary actions.

Enquiries

15. Please contact the HRO for any enquiries.

Human Resources Office
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