

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

FACTSHEETS

[Maximum Weekly Working Time EMIS Report Guidance](#)

Provides an overview of how to run the Working Time Report which provides a rough estimate of hours worked by individuals within a team/Service over a 52 week period.

[Maximum Weekly Working Time Bodet Report Guidance](#)

Provides an overview of how to run the Working Time Report on the Bodet system, which provides a rough estimate of hours worked by individuals who work flexi time within a team/service over a 52 week period.

[Example Rota](#)

Displays a rota structured around consecutive 24 hour periods which is compliant with Working Time Regulations.

FORMS

[Employee Declaration Form](#)

To be completed by employees who have more than one job, both internal and external to the Council.

[Night Workers Guidance and Disclaimer](#)

Provides guidance relating to the night workers health questionnaire, and should be completed by an employee declining to complete the questionnaire.

[Opt Out Agreement Form](#)

To be completed by employees who work more than 48 hours per week and choose to opt-out.

[Rest Break Compliance Form](#)

Form to be completed by managers via the [askHR self-service portal](#) in any cases where a rest break has been modified or excluded or when there is any service requirement change.

[Blank Rota](#)

A template to help form the basis of a rota.