

Bishop's Stortford Baptist Church (BSBC)

Flexible Working Policy

Employers have a duty to consider requests from employees for flexible working, which could include part-time work, working from home or job-sharing.

To be eligible you must have been continuously employed for 26 weeks at the point of making the request.

You must specify in a written application the change in your contract that you seek and the date on which you would like the change to be implemented. You must also specify the effect that you think the change will have on the Church and suggest how these effects could be dealt with.

You may only make one application per year.

The Church must handle the whole process, including any appeal, within a three month period, although it is sensible to deal with such matters as quickly as possible. Once a written request has been received, the Church should arrange to meet with you, and you have the right to be accompanied. The application must be considered carefully but may be refused on a number of statutory grounds including the burden of additional costs, a detrimental effect on the ability to meet 'customer demand', the inability to reorganise work among existing staff and a detrimental impact on quality or performance.

The Church must give their decision to you in writing. Where the decision is to refuse the application, the Church must state which of the grounds for refusal are considered to apply, explain why those grounds apply in relation to the application, and advise you of their right to appeal. You have the right to appeal against the Church's decision. If a flexible pattern of working is agreed this will need to be confirmed formally.

Once a flexible arrangement is agreed, you do not have a right to revert to the previous arrangement. However, an initial trial period can be agreed during which both you and the Church can test the new arrangements and can choose to revert to previous terms. If there is a failure to comply with the procedure you may submit a claim to the employment tribunal. If the claim is successful, the tribunal may order the Church to reconsider the request and award compensation of up to eight weeks' pay (which is currently capped at £464 per week).

This policy was adopted by the Trustees on 14th October 2019 and will be reviewed every three years.