

Working Time Regulations

Line Managers Toolkit

Version 1 May 2007

Document Owner

This document is designed to give both the line manager and the individual a practical working knowledge of the Working Time Regulations and how HFRS will be managing the legislation.

Further information can be found from:

Introduction

The Working Time Regulations came into force in October 1998. Your normal working hours should be set out in your contract of employment. Unless you choose to you should not have to work more than 48 hours a week on average. You may **choose** to opt out whereby you cannot work more than 60 hours a week, all employment (with HFRS or other work that counts as working time). All records are based over a 17 week average.

The basic rights and protections that the Regulations provide are:

- a limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to).
- a limit of an average of 8 hours work in 24 which nightworkers can be required to work.
- a right for night workers to receive free health assessments if they request it.
- a right to 11 hours rest a day.
- a right to a 24 hours off each week.
- a right to an in-work rest break of 20 minutes if the working day is longer than 6 hours.
- a right to 4 weeks paid leave per year.

As the opt out is going through a negotiating process in Europe, the UK law remains unchanged on this point and workers are still able to opt-out of the weekly working time limits. The UK will be given time to implement any changes to legislation and any future developments on this and other Working Time topics will be posted on, the HFRS website as available.

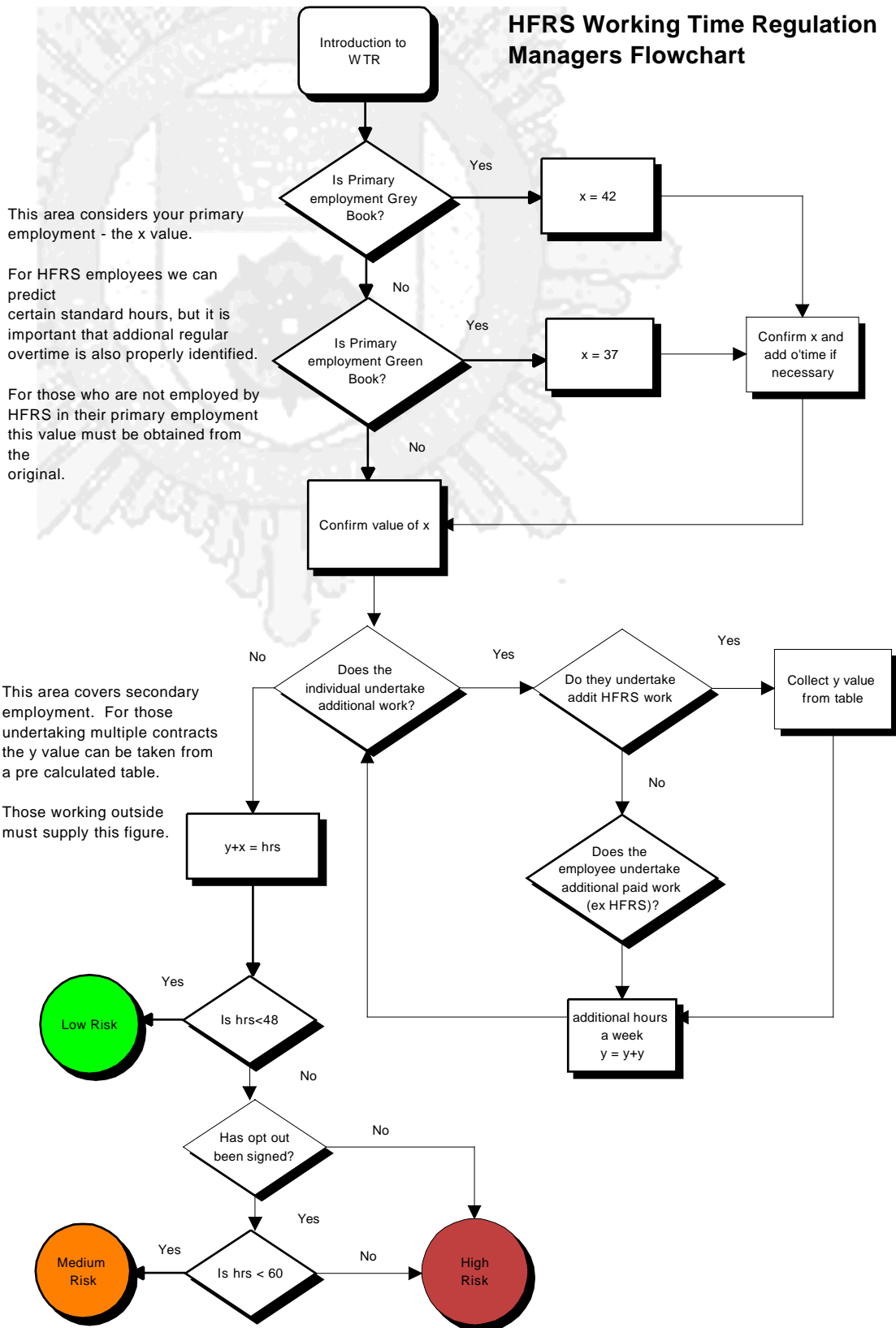
Hampshire Fire and Rescue Service's duty to you are two fold:

Firstly, if you have signed an opt out they must neither employ you for more than 60 hours a week nor add to you exceeding 60 hours work from all your employment in a week. If you have not signed an opt out, this figure is reduced to 48 hours.

Secondly, they must ensure you have been informed and understand the Working Time Regulations and have mechanisms to manage this which are clear and easily applied by both the Employer HFRS and the worker.

Managers Flowchart

HFRS Working Time Regulation Managers Flowchart



Hours of work for identified contracts within HFRS

The following table gives a service wide figure that you can use in calculating an individuals time spent on a specific contract type.

If the contract you are looking for is not here, please refer to the individual concerned as to approximate time spent (over a 16 week reference period and then forward the details to HR for inclusion in the table.

Contract	Hours
Emergency Catering	
RDS Awareness Team	
MIRG	

11.5 Sign Off Low Risk

I have read and understood the Working Time Regulations; I recognise that due to me working less than 48 hours for all of my employers I need not sign an opt out form.

If I feel that I may be approaching my time limit then I recognise it is my duty to advise the fact to my line manager. In addition it is my duty to inform my line manager of any changes in my working hours such as (but not fully detailing)

- Change of primary work
- Undertaking any additional work contracts
- Promotion
- Pressure from increased workloads

I am aware my line manager has a duty to assess me for signs of working too much and to discuss any concerns they may have.

Signed: Worker Date:

Signed: Line Manager Date:

11.6 Sign Off Medium Risk

I have read and understood the Working Time Regulations I have signed an opt out form which is current;

I understand that I may not work more than 60 hours a week all work (within HFRS or outside).

If I feel that I may be approaching the working time limit then I recognise it is my duty to advise my line manager. In addition it is my duty to inform my line manager of any changes in my working hours such as (but not fully detailing)

- Change of primary work
- Undertaking any additional work contracts
- Promotion
- Pressure from increased workloads

I am aware my line manager has a duty to assess me for signs of working too much and to discuss any concerns they may have.

Signed: Worker Date:

Signed: Line Manager Date:

11.7 Sign Off High Risk

It has been identified that I am exceeding the Working Time Regulations and I recognise that this is in contravention of the Working Time Regulations.

I have discussed this with my line manager and recognise that it is my legal obligation to immediately reduce my hours. We have identified how this is to be done by the following actions:

Empty box for listing actions to reduce hours.

I recognise that I need to meet with my line manager every two weeks until we are both satisfied that my working hours are controlled within the Working Time Regulations.

Signed: Worker Date:

Signed: Line Manager Date: