



# **S**hort **T**erm **A**rrangements

Ratified by the Trains Functional Council  
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# STA

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## 1. List of Commonly used Abbreviations

T/Op	-	Train Operator, Instructor Operator, Signal Stock Train Operator
TOM	-	Train Operations Manager
TFC	-	Trains Functional Council
LU	-	London Underground
PTOA	-	Professional Train Operators Agreement

## 2. Introduction and Principles

- 2.1 This publication specifies the procedures and agreements that apply to T/Ops wishing to meet short-term and domestic requirements, personal difficulties and emergencies.
- 2.2 The aim is to assist T/Ops in resolving short-term difficulties whilst avoiding unnecessary time away from work and possible hardship caused by loss of salary.
- 2.3 Entry to the post of LU T/Op is to a full-time job that requires the ability to work varying shifts and weekends.
- 2.4 It is recognised that from time to time T/Ops may face domestic and personal difficulties or emergencies that mean they may not be able to work rostered shifts.
- 2.5 Requests for flexible working arrangements will be given full and sympathetic consideration in line with the LU policies and procedures as well as legislation.
- 2.6 T/Ops and their Managers will share responsibility for resolving difficulties with working arrangements in consultation with the local level 1 representative.
- 2.7 The T/Op must take reasonable steps to address any problems that are impacting at work. Managers should also, where appropriate, offer the services of the Counselling and Trauma Support Unit.

## 3. Procedure

- 3.1 Any T/Op who needs to change their working hours or patterns of work to meet family, caring or other similar responsibilities on a short-term basis should approach their TOM in the first instance.
- 3.2 The TOM will arrange to meet with the T/Op and their chosen representative as soon as possible so that the issue can be discussed and possible options assessed.
- 3.3 Where it is accepted that a period of flexible working is required the TOM should then consider the length of time that the change from rostered working is necessary.

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### **Immediate Short-Term only (up to 7 days)**

- 3.4 It may be that the difficulty that the T/Op is facing is immediate and short-term in nature and can best be resolved by a period of leave (for example paid special leave).

### **Short-Term only (between 7 and 90 days)**

- 3.5 The TOM shall meet with the T/Op and their chosen representative to establish the following:
- 3.5.1 The reasons why flexible arrangements are required. e.g. off roster working etc.
  - 3.5.2 what working arrangements are necessary to assist the T/Op in resolving their problems.
  - 3.5.3 What other assistance the T/Op can be offered, e.g. Counselling and Trauma Support Unit.
  - 3.5.4 What steps the employee is taking to resolve their problems.
- 3.6 Requests for flexible working arrangements should be given full and sympathetic consideration.
- 3.7 Where it is accepted that there is a need for flexible arrangements exists, then the TOM shall, in consultation with their chosen representative, identify in detail the necessary pattern of working hours, including:
- 3.7.1 A pattern of rest days / working days, etc.
  - 3.7.2 The hours of work.
  - 3.7.3 Earliest start time / latest finishing time.
  - 3.7.4 The period of time (maximum 90 days - reviewed every 30 days) required.
- 3.8 The actual working arrangements (and not the personal nature of the reasons) will be set out in writing to the T/Op. A copy will be given to their chosen representative and forwarded to the TFC Management and Staff Side Secretaries, within 5 working days, for monitoring purposes.
- 3.9 In circumstances where off roster working is necessary the employee shall be relieved from rostered duties and their position covered on a temporary basis by the senior available pool T/Op (or the top of the waiting list for depots with links).
- 3.10 The T/Op shall be informed of their duties sufficiently in advance to ensure that their agreed arrangements can be worked.
- 3.11 In the event of the TOM not approving the request for a change to the working pattern the T/Op shall have the right to raise the matter with the assistance of their chosen

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representative with the Performance Manager\* or equivalent with appropriate assistance from Human Resources. This meeting, owing to the urgency of the issue, must take place as within a maximum of 5 days.

\* or equivalent or more senior manager.

### **Working Hours**

3.12 In all cases the appropriate Trains Framework and Professional Train Operators Agreement will apply.

- No voluntary overtime
- No rest day working
- Minimum rest period
- No split shifts etc.

3.13 It may be the case that the T/Op may not be able to achieve their contractual hours. In these circumstances no loss of salary will be incurred.

### **Review**

3.14 In accordance with this procedure all arrangements made shall be reviewed with the TOM and their chosen representative every 30 days to assess continuing need and progress achieved.

## **4. Administration and Monitoring**

4.1 To ensure fairness and consistency of approach made under these arrangements all applications shall be forwarded to the TFC Management and Staff Side Secretaries within 5 working days for monitoring purposes.

4.2 The monitoring of arrangements made under this agreement shall be a standing item on the agenda of the TFC.

## **5. Key Documents for Reference**

PTOA  
Framework Agreement