

## Flexible Resourcing

During these unprecedented times, we need to make plans to ensure the people who rely on our services continue to get what they need to stay safe and well. This is where you come in.

In the coming weeks you might be asked to be flexible in the work that you do, and undertake alternative work to support the delivery of our services.

We are asking that you help in any way you can to support us in delivering our services.

We've put together a flexible resourcing questionnaire, to see what you would be in a position to do.

This is a vital piece of work so we need you to fill in the questionnaire as soon as possible so we can help you to help others. Our deadline is **Monday 30th March 2020**.

Please click on the link below to complete your survey which should take around 15 minutes.

<https://snaps.lincolnshire.gov.uk/snapwebhost/s.asp?k=158504047973>

We appreciate your commitment to this and your continued support during this challenging time.

### Flexible Resourcing – current FAQs

Question	Answer
If I cover a critical role and undertake different duties (even if that means working less hours) to my normal everyday responsibilities, will I be paid differently?	No, due to the need to respond urgently and flexibly, there will be no change to your existing pay. If the role you cover is graded at a higher rate, we will reconcile your pay to the higher grade at a later point in time.
Will I receive additional pay if I work beyond your normal hours which may include weekends or evenings?	If you are covering critical roles you will be entitled to be paid overtime when working above 37 hours a week, or additional hours up to 37 hours. This needs to be approved in advance by line managers.
If I volunteer to work different days to my usual working pattern will I receive different pay?	No, you will receive the same pay as normal.
If I cover a critical role and undertake higher level duties, this will be addressed at a later stage.	We cannot arrange changes to payments in advance due to the need to respond urgently. If the role you cover is graded at a higher rate, we will reconcile your pay to the higher grade at a later point in time

<p>What training will I receive to enable me to undertake different work?</p>	<p>A manager from the area you are being asked to work in will ensure that you receive training and instruction on everything you need to know.</p>
<p>Will my manager maintain contact with me whilst undertaking different duties?</p>	<p>Managers will be advised to maintain regular contact with their employees and agree a plan with you and what that will look like.</p>
<p>Will I receive reimbursement for any extra mileage if I am required to work at a different location?</p>	<p>For short term changes (up to 6 months) additional mileage incurred will be paid in line with the Business Travel Policy.</p>
<p>If I like this role, will I be able to stay in it permanently?</p>	<p>The normal selection process would be required to appoint to roles on a permanent basis.</p>