

New Guidance Regarding Constraints to Teaching Availability

Constraints that may be accommodated as far as possible

- If staff have a part-time contract, they should indicate on the on-line constraints form which days and times of the week (if specified in the contract) that they are unavailable to teach.
- If a member of staff has a formal flexible working application already agreed and signed off by HR and the Head of School, the detail on resultant availability or restrictions to teach should be provided on the on-line constraints form.
- Some staff may have individual circumstances covered by the provisions of the Equality Act 2010 including a disability, caring responsibilities (beyond child drop off and pick up), pregnancy/maternity, and religion/belief. If these circumstances have an impact on availability to teach, details of the request should be provided on the on-line constraints form.
- If staff have regular internal University commitments that are scheduled at the same time/day of the week, these should be indicated on the on-line constraints form providing as much detail as possible. Examples may include: SPARC and other committees, regular departmental or school meetings, widening participation or admissions activities.

In addition the following circumstances will be considered and accommodated as far as is possible without the need for a formal flexible working application but will need to be detailed on the on-line constraints form:

- Requests to not teach before 10.00am as a result of school or nursery drop off
OR
- Requests to not teach after 5.00pm as a result of child pick up
OR
- Requests for child care constraints at both ends of the day on a part week basis rather than purely a morning or an afternoon basis (e.g Monday and Tuesday not before 10.00 or after 5.00pm)

Such requests from part time staff will also need to be considered in the wider context of their existing part-time working arrangements.

Constraints that may not/will not be accommodated

- Requests to not teach before 10.00am **AND** after 5.00pm across the entire week.
- Requests to not teach at the beginning and/or the end of the day without explanation
- Travel and commuting restrictions, including living a significant distance away from Bristol, unless it is part of a relocation plan agreed in writing on appointment.
- Requests for a specific teaching free day for research purposes will not be accommodated unless, exceptionally, there is a justified or programmed requirement for

this e.g. engagement with external bodies or activities away from Bristol. Such requests need to be detailed on the on-line constraints form but specific research days cannot be guaranteed.

If a member of staff needs to seek a formal flexible working arrangement for circumstances not covered above, please refer to the University's flexible working policy on the HR website at <http://www.bristol.ac.uk/hr/policies/flexwork.html>