

Chief State Solicitors Office– Case Study



The Chief State Solicitors Office (C.S.S.O.) has used a system from FlexTime since it first introduced flexible working.

In the latest upgrade, it was decided to implement **VisionTime** which allows staff to key in/out at their own PC's, view their own reports and submit their requests for time off "on-line" to their Local Managers. Overtime recording in a flexi environment was also part of the requirements.

All staff at the Department's H.Q. located beside the historic **Dublin Castle** complex in central Dublin, can access the system from their desks thus benefitting from this move to a fully "Web" enabled system.

Staff can now avail of several personal reports highlighting such information as their flexi balance, their holidays taken/left, any absences/anomalies that occur and several more beneficial reports.



Objectives

- To manage increasingly diverse flexitime and overtime arrangements
- To increase accountability
- To reduce admin costs re working time

Why FlexTime

- 30 years of Civil Service experience
- Leader in market
- Excellent references

Results

- Increased and speedier interaction between staff and managers
- Better local accountability
- Less costs for time management

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SOLUTION

The employees and management at the Department have specialist skills, which assist in coping with its heavy legal remit on behalf of the State (*See Department functions below*).

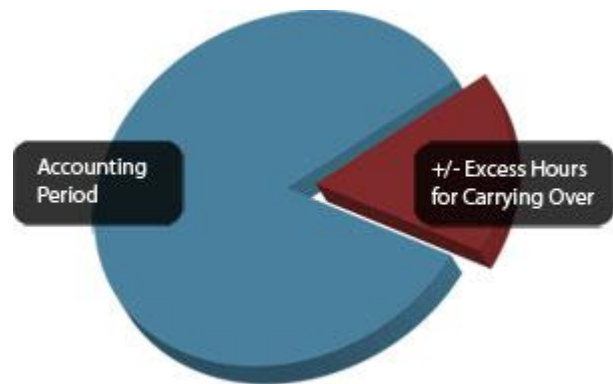
Flexible working has therefore afforded the CSSO that ability to manage the workplace cover needed in such an environment. In addition, overtime is often warranted so that the workload can be managed well.

VISIONTIME CALENDAR: When looking for time off or to excuse an illness, employees can use the electronic update in VisionTime which the supervisor also approves electronically, eliminating paperwork. The system sends an automatic email to supervisors reminding them of any outstanding requests.

Staff can check their time folders to see the status of the request and can also receive an automatic email alert when the request has been accepted.

RESULTS

Thus the Department can better cope with the increasing diversity of working time arrangements which are becoming the norm in today's workplace.



An employee can build up time within their **own** flexi cycle for taking as time off, e.g., flexi day

The functions of the CSSO include:

- ***Provision of a solicitor service in all civil courts involving any Government Department/ State authority • Conveyancing of State property & related property law services • Legal advice for Government Departments & drafting of legal documents • The preparation/presentation of prosecutions initiated by Ministers, Government Departments. • Agent of Government before the European Court of Justice (ECJ).***
- ***Acting for State in enquiries under the Tribunals of Enquiry • Representing the State and State Authorities in • Advising/preparing commercial contracts for Government clients. • Advising/representing State parties in asylum and refugee law cases • Acting for the State in extraditions, European arrest warrant proceedings, mutual assistance cases, and cases involving the transfer of sentenced prisoners.***