

Overview

The University is committed to “family friendly” and “work/life balance” work strategies to assist staff trying to balance work and family responsibilities and balance of work and life. Flexible working arrangements may be entered into in order to accommodate the work requirements of the University and family and work life commitments of staff members where there is mutual consent.

Flexibility of working arrangements may be particularly relevant to staff members with carer responsibilities and this policy should be read in conjunction with the policies on *Family and Community Leave* and *Parental Leave*.

This policy does not replace any entitlement to overtime or time-off-in-lieu of overtime. Where a staff member is entitled to time-off-in-lieu of overtime they may accumulate both time-in-lieu and flexitime where it is approved in advance by their Supervisor.

Policy

11.14.1 It is the responsibility of the Supervisor to ensure that the operational needs of the University are met at all times.

11.14.2 The Supervisor will ensure that a staff member’s proposed flexible working arrangements do not adversely impact on other staff in that or any other related work area before approving the arrangement.

Short term flexible arrangements:

11.14.4 The University recognises that staff members may, from time to time, require short term flexible arrangements. These are defined as normally being for periods of up to three (3) months, and may include:

- (i) Flexible start and finish times for a defined period. These times would normally be between the hours of 7am and 7pm, Monday to Friday;
- (ii) Short breaks of an hour or two to resolve personal or crisis situations or to attend appointments off campus;
- (iii) Reduced hours for short, defined periods to enable family, carer or other commitments to be managed.

11.14.5 Short term flexible arrangements may also be appropriate to assist with occasions of reasonable adjustment after a long term illness or workplace injury. Such arrangements **must** be facilitated by the Return to Work Co-ordinator (see *Return to Work Policy*).

Longer term flexible arrangements:

11.14.6 The University also recognises that staff have, or may have, a desire to tailor their individual employment conditions on a longer term basis, within the context of this policy.

Longer term flexible working arrangements, where authorised, may include provisions such as:

- (i) flexitime (general staff only);
- (ii) rostered time off (general staff only);
- (iii) fractional/part-time employment.

11.14.7 A change to fractional/part-time employment agreed between the staff member and their Supervisor will require a formal change to the staff member's hours of employment.

11.14.8 A change in hours for a part-time staff member, other than short term flexible arrangements, will require a formal change to the staff member's hours of employment.

11.14.9 Staff members, wishing to revert to their substantive work arrangements prior to the intended end of a long term flexible arrangement, will be accommodated to the extent possible, given other arrangements which may have already been entered into in the workplace.

11.14.10 Any disputes, claims or grievances regarding the terms or operation of flexible work arrangement, or the right of the staff member to seek such an arrangement will be resolved in accordance with the University's *Grievance Policy*.

11.14.11 Other arrangements, such as job sharing arrangements will be considered where such arrangements can be accommodated by the University.

Procedures

The following practices and procedures are provided to facilitate implementation of the above policy. They do not form part of this policy.

11.14.A Short term flexible arrangements should be the subject of agreement directly between the staff member concerned and their immediate Supervisor.

11.14.B It is the joint responsibility of the staff member and his or her Supervisor to discuss the staff member's proposal for a longer term flexible work arrangement with colleagues who may be affected by the proposal.

- 11.14.C All records relating to flexible working arrangements (with the exception of flexitime records) will be kept on the staff member's personal file.
- 11.14.D Any variation to the staff member's employment (eg. Reduction in hours/service fraction) must be made by Human Resource Services.
- 11.14.E Flexitime
- (i) flexitime should be negotiated and managed within the work area and must be approved in advance by the Supervisor.
 - (ii) records of flexitime must be kept (within the work area).
 - (iii) the maximum accrual for flexitime will be 10.5 hours. Any accrual in excess of 10.5 hours will be forfeited.
 - (iv) flexitime will be accrued on an hour for hour basis.
 - (v) time off will be taken at a time convenient to both the work area and the staff member.
 - (vi) flexitime will normally be taken within three (3) months of accrual.
 - (vii) flexitime cannot be taken in advance.
 - (viii) under no circumstances will flexitime be paid out on resignation, retirement etc.
 - (ix) tea breaks cannot be accrued as flexitime.
- 11.14.F Rostered time off
- (i) may include a nine (9) day fortnight or four and a half (4.5) day week.
 - (ii) must be in line with the operational needs of the work area.
 - (iii) public holidays will count as a day worked and will count towards the total hours per fortnight.

Further Information

Senior Industrial Relations Officer	ext. 2383 ext. 2452
HR Client Services:	
Arts & Sciences	ext. 3947 or 3319
Professions	ext. 3824 or 3433
Central Administration	ext. 2511 or 3523

Approved Vice-Chancellor: 31 August 2007
RMO Document No.: D07/54454
Policy Review Date: June 2008
Responsibility for review: Human Resource Services