

5.4	FLEXIBLE AND SUPPORTIVE WORK PRACTICES
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Applies to: All Staff
Specific responsibility: HECIS Co-Ordinator

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	National Employment Standards, Fair Work Act 2009
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

HECIS supports staff wishing to undertake flexible working arrangements wherever caseloads and budget restrictions will allow. Flexible working arrangements aim to assist staff in combining their work, family or other responsibilities in ways that benefit both the organisation and individual staff.

Any staff member may request changes to their working arrangements involving:

- when work is conducted
- where work is conducted
- how work is conducted
- structure of their job
- improvements to their career options and opportunities
- addressing of carer or family obligations
- leave options (with and without pay)

The HECIS Co-Ordinator will attempt to negotiate suitable work arrangements for staff members when approached, but this is not an entitlement. An agreement must be formulated and documented between the two parties, covering all necessary work practice factors and issues.

DEFINITIONS AND OPTIONS

Flexible work arrangements include part-time work, job sharing, varying flexible hours arrangements and working from home.

Part-time work

Part-time positions can be permanent or temporary.

- The hours are agreed between the HECIS Co-Ordinator and the staff member and can be varied by agreement.
- The number of hours worked per day should not be less than minimum required to manage the staff members caseload or more than an 8 hour day.

Job sharing

Job sharing is a voluntary arrangement where one fulltime job is shared between part-time staff.

- Job sharers may be employed on a part-time basis, or may be full-time staff taking part-time leave without pay.
- The job can be split down the middle with the job sharers having equal responsibilities, performing similar tasks, and often working the same number of hours. However any combination of hours or days by agreement can be arranged.
- Responsibilities can be split or shared.

Varying hours of work

Staff can use a number of options to deal with family and/or other responsibilities. These include the accumulation of 'time-in-lieu hours' and varying hours of work.

- The core hours are stated in each staff member's job description. This allows for staff members with dependent care responsibilities to attend to these.
- Staff may vary their start and finish times for each day (in consultation with the HECIS Co-ordinator) to coordinate dependent care responsibilities.

Working from home

Working from home may be used during some temporary, unforeseen circumstance which prevents the staff member attending the workplace. It may also be used for completing work more efficiently. This arrangement can also be used by staff with a temporary dependent care responsibility, which prevents their attendance at the workplace.

The arrangement may be approved by the HECIS Co-Ordinator for a short/period or temporary situation.

- The HECIS Co-Ordinator and staff member will determine if the duties are suitable for work at home including the type of work and the amount of work that can be performed at home.
- The HECIS Co-Ordinator and staff member will agree the number of hours and days that can be worked from home.
- A medical certificate is required in cases of a temporary disability which inhibits attendance at work or to take care of a sick dependant.
- The staff member will be expected to carry out the work during the agreed core hours of the organisation.

PROCEDURES

Implementing flexible arrangements

A staff member wanting to consider changes to their working arrangements should review the options and discuss these with The HECIS Co-Ordinator.

In considering the request for approval the HECIS Co-Ordinator will apply the following criteria ensuring that:

- the staff member's duties or responsibilities are suitable for the proposed work practice solution
- the necessary equipment or resources are available
- the workplace or work practice is healthy and safe
- the proposed hours are viable for the work to be performed and completed satisfactorily.

Where an application is approved the staff member and the HECIS Co-Ordinator will develop a formal agreement documenting:

- the type of arrangement with working hours, times and places and any other possible variations
- the period of operation of agreement
- the classification of the position to which it applies
- any agreed right to return to traditional working arrangements
- supervision, monitoring and review of arrangements
- entitlements
- grievance procedures in case of disagreement
- any other issues which the parties may wish to include.

This agreement should be reviewed and adapted prior to period of the agreement lapsing and/or in staff performance appraisals.

Staff who work flexible arrangements will meet agreed deadlines and work standards and maintain communication in the workplace. They will identify their own attendance requirements and seek approval for any variations in attendance agreements.

The HECIS Co-Ordinator will ensure that those employed on a flexible work arrangement are effectively supervised and supported and have their performance assessed equitably. Productivity expectations should be based on number of hours worked, rather than on full-time outcomes.

Working from home agreement

Before commencing working from a home based workplace, staff member will sign a 'working from home' agreement negotiated with The HECIS Co-Ordinator covering the following:

- Description of a designated work site that conforms to acceptable Workplace Health and Safety standards.
- The responsibility of the HECIS Co-Ordinator for the health, safety and welfare of the staff member at work, including while at the home site.
- An undertaking by the staff member to be familiar with and maintain safe working procedures.
- Agreement that the staff member will notify the HECIS Co-Ordinator of any work related accident, injury, illness or disease which occurs at the home based work site.
- Agreement by the staff member that the HECIS Co-Ordinator is not responsible for any liability on the part of a third party, unless the third party is present in connection with work related duties.
- A list of equipment to be used by the staff member in the course of carrying out work at the home based work site. This list will specify who owns the equipment and/or software and who is responsible for its insurance.
- The terms and conditions of the employment that apply at the staff member's usual place of work also apply at the home based work site.
- An agreement by the staff member to maintain an accurate and up to date record of hours worked including any agreed overtime.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1	17.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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