

5.25	FLEXIBLE WORKING ARRANGEMENTS
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Applies to: All Staff
Specific responsibility: HECIS Co-Ordinator

Version: 1
Date approved: 21/2/2023
Next review date: Jan 2024

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	<ul style="list-style-type: none"> • Educational Services (Teachers) Award • Children’s Services Award • Clerks – Private Sector Award 2010 • Social, Community, Home Care & Disability Services Industry Award (SCHCADS) • Health Professionals and Support Services Award 2010
Contractual obligations	

POLICY STATEMENT

The **HECIS Co-Ordinator** or **Office Manager** is delegated to be a supervisor of staff for this policy.

All accrued flexible hours by Staff must be pre-approved by the HECIS Coordinator.

The purpose of this policy is to ensure that:

- All supervisors and staff have an understanding of the use of flexible working arrangements in the service
- All supervisors and staff are aware of the procedures for flexible working arrangements
- All staff are treated consistently
- Flexible working arrangements for staff does not expose the service to staff shortages.

HECIS acknowledges that time to time employees may be required to work longer hours or vary their usual rostered working hours to accommodate a pressing work issue, attend meetings, to represent the service or to otherwise manage their caseload in order to maintain a quality service, outside of their usual working hours.

Working hours may be accrued by HECIS staff to allow for a more flexible management of their caseload, and may include the following episodes requiring to be scheduled outside the staff members’ ordinary hours of work, including:

- client NDIA supports under a plan
- meetings with client families and other professionals supporting the client child/family
- staff meetings (where requested by a supervisor)
- committee meetings (where requested by a supervisor)
- approved training and staff development
- events approved by the Management Committee
- other additional hours required in maintaining the delivery of a quality service.

Staff may in consultation with their supervisor use a ‘flexible working hours’ method to manage additional hours of work.

HECIS: Flexible working arrangement / Use of Hours Bank

Accrued flexible hours may be taken in lieu of ordinary hours rostered to work. The staff member's ordinary hours of work per week to be averaged over the pay period fortnight (eg. Staff member working 24 ordinary hours per week would have the flexibility to average this out to 48 hours over a pay period fortnight).

Staff using this method will need to consult with their supervisor to ensure that their current caseload requirements are being met and that service delivery is not being compromised.

PROCEDURES

- **HECIS Coordinator**
To assess and approval all instances of Staff accruing flexible hours
- **Permanent Staff**
To record actual hours of work using the *sign on register* sheet, ensuring that actual hours of work does not exceed average ordinary hours of work per pay period fortnight (unless pre-approved by HECIS Coordinator).
- **Casual Staff**
To record actual hours of work using the *sign on register* sheet, ensuring that actual hours of work does not exceed rostered hours of work per pay period fortnight (unless pre-approved by HECIS Coordinator).
- **Office Manager**
 - to ensure that the staff member's average ordinary hours/rostered hours of work are not being exceeded each pay period fortnight, without approval.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	HECIS Annual leave/long service leave application form

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	14.8.17	HECIS Co-Ordinator	Aug 2018
2	3.9.18	HECIS Co-Ordinator	Aug 2019
3	20.8.19	HECIS CoOrdinator	Aug 2020
4	15.9.20	HECIS CoOrdinator	Aug 2021