

# Flexible Work Policy

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## Purpose

The policy applies to continuing and fixed-term staff of Federation University (academic and general staff) seeking to enter into a fixed tenure arrangement to carry out part of their duties from an approved home work location for a specified period of time.

TAFE Teaching staff are provided with flexible work options in accordance with the attendance clause in the Federation University TAFE Teaching Staff Agreement 2019.

Our central focus is our students and we must endeavour to ensure our policy, processes and culture are student-centric. It is therefore the responsibility of all staff, to ensure students receive a positive, vibrant and fulfilling experience in all interactions with the University.

In addition, we recognise that a positive workplace and team culture supports the work/life integration of our staff. It encourages diversity and inclusion, recognising needs at different stages of their careers from family to culture and community commitments.

The overall purpose is to optimise the contribution of staff to achieve both personal and professional outcomes, in an environment that is cooperative, supportive, and efficient.

## Scope

This policy is for staff seeking to enter into a Flexible Work Agreement. The overarching policy relates to the Flexible Work Procedure and will assist you and your manager/supervisor to clearly set in place a Flexible Work Agreement.

## Definitions

Term	Definition
<b>Approved home work location</b>	The area designated within your home, or another approved remote work location, in which you will carry out home based work in accordance with the Flexible Work Agreement.
<b>Agreements</b>	Means the <a href="#">Federation University Australia Union Enterprise Agreement (Academic and General Staff) 2019-2021</a> and <a href="#">Federation University TAFE Teaching Staff Agreement 2019</a> .
<b>Diversity and Inclusion Partner</b>	A member of Human Resources who provides advice and guidance on diversity and inclusion practices.
<b>Flexible Work Agreement</b>	A change to the staff member's normal working arrangement that balances their need for flexibility and the University's operational requirements.
<b>Flexible working arrangement</b>	A change to a staff member's usual work arrangements that balances their need for flexibility and the University's operational requirements. Flexible working arrangements may include, but are not limited to, part-time employment arrangements, job-sharing, non-standard start and finish times, or working from home. Refer also to the Flexible Work Procedure.
<b>Flexible working hours</b>	A change to a staff member's usual working hours, such as non-standard start and finish times.
<b>HR Business Partner</b>	A key member of the HR Business Partnering team who provides strategic advice, guidance and solutions to a particular client group that underpin organisational vision, key client goals and HR strategy.
<b>Injury Management and Wellbeing Consultant</b>	A member of Human Resources who provides advice and guidance on WorkCover and health and wellbeing matters.
<b>Manager/supervisor</b>	The person who is responsible for the supervision of staff member(s), generally the line manager
<b>Self-assessment checklist</b>	A checklist completed by the staff member confirming their approved home work location meets occupational, health and safety requirements and identifies any potential risks associated with the approved home work location.

## Preliminary considerations

The University recognises the factors contributing to work/life integration may change over time. To support you, the University is committed to providing flexibility options to accommodate various priorities. These include (but are not limited to):

### Options

#### Part-time hours

#### Voluntary reduced working year (purchased leave for academic and general staff)

### Summary

Reduce the number of hours you work per week.

Reduce your current working year by multiples of two weeks (up to a maximum of eight weeks), with salary proportionally reduced to fund the additional paid leave over a 52-week period.

These options incur their own application and approval processes which can be found on the [Workplace flexibility](#) web page.

**Options****Summary****Non-standard start and finish times**

Vary your start and finish times within the ordinary hours of duty (or outside your ordinary hours of duty) – for further details refer to clause 29 of the Federation University Australia Union Enterprise Agreement (Academic and General Staff) 2019–2021.

**Job share**

Job share is where no more than two staff members share a single full-time or part-time position by dividing the work, each working part-time. Each job share partner will have the same position title and position description.

**Working from home**

Work up to two days from your approved home work location.

**Transition to retirement**

If you are in a continuing position and within three-years of eligibility to receive a retirement benefit from your superannuation scheme, your work fraction can be reduced to part-time under a pre-retirement contract.

Occasional ad-hoc requests should be managed at the local level between you and your manager/supervisor with a student-centric approach to decisions.

Where you are seeking to enter into a Flexible Work Agreement, you must consult with your manager/supervisor and take into account the following:

**Eligibility**

Your manager/supervisor must review the request for a Flexible Work Agreement in the context of the following:

- suitability of your position at the University and your reasons for requesting to work from an approved home work location;
- effect on co-workers, students and customers of the University;
- proposed methods for monitoring and assessing your work;
- days and hours of the proposed Flexible Work Agreement in the context of your overall working days and hours in accordance with relevant Agreements;
- having a suitable approved home work location;
- having equipment and resources necessary to effectively work from home; and
- University's Equal Opportunity and Valuing Diversity Policy and the broader responsibility to consider flexible working arrangements (where the request is made in respect to family responsibilities) under the [Victorian Equal Opportunity Act 2010](#).

Your manager/supervisor may consider and approve up to two days per week (full-time staff) or one day per week (part-time staff) working from an approved home work location.

If your time fraction is 0.4 or less, you may be able to request to work up to 40% of your contracted hours from an approved home work location.

## Suitability

Your manager should consider the nature and requirements of your work duties and ability to work autonomously. Such duties would generally be definable as office-based tasks involving minimum face-to-face contact with other staff, students, or customers of the University. If your role requires close supervision or close interaction with other staff, it may not be suitable for a Flexible Work Agreement.

Duties involving manual handling are unlikely to be suitable for a Flexible Work Agreement.

You and your manager/supervisor may seek advice from your HR Business Partner or Diversity and Inclusion Partner regarding the suitability of the proposed Flexible Work Agreement.

## Carer responsibilities and medical conditions

A Flexible Work Agreement may assist you to meet carer responsibilities or manage a short-term health issue. However, you must be able to carry out your work at the approved home work location as efficiently and effectively as a staff member working on campus.

If you are seeking a Flexible Work Agreement to assist with managing a short-term health issue, you must provide written advice from a recognised medical practitioner (i.e. formal letter or detailed medical certificate) also noting the duration of the flexibility required.

## Approval of a Flexible Work Agreement

Each request for a Flexible Work Agreement must be considered on a case-by-case basis and approved by your Dean/Director in accordance with relevant Agreements.

As part of the approval process, the terms and conditions of the Flexible Work Agreement must be adhered to in accordance with the Flexible Work Practices Procedure.

## Supporting Documents

All university policies and procedures

### *Related Items*

- [Creating a mentally healthier workplace checklist](#)

## Forms

### **Forms.**

- [Flexible Work Agreement Request Form](#) (DOCX 167.2kb)
- [Injury Report](#) (PDF 178.0kb)

## Responsibility

The Vice-Chancellor is ultimately responsible for the implementation of this Policy and Procedure.

The Director, Human Resources is responsible for overseeing the provision of support and advice on this Policy and Procedure.

All University staff are responsible for complying with this Procedure.

## Promulgation

This procedure will be communicated throughout the University community via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.
2. Distribution of emails to Deans/Directors/Managers/University staff.
3. Documentation distribution, e.g. posters, brochures.
4. Notification to Schools.

## Implementation

This procedure will be implemented throughout the University via

1. An Announcement Notice under 'FedNews' on the 'FedUni' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure; and
2. Inclusion on the University's online Policy Library.
3. Information and training sessions advertised via FedNews and provided by Human Resources to Deans, Directors and Managers.