

<b>Name of Policy</b>	<b>Flexible Working Arrangements for General Staff Policy</b>	
<b>Description of Policy</b>	<i>This policy covers the arrangements in place for flexible working by general staff at ACU.</i>	
<input type="checkbox"/> New Policy		<input type="checkbox"/> Revision
<b>Description of Revision</b>		

**Human Resources Directorate**

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## Table of Contents

1.	Background Information .....	1
2.	Policy Statement .....	1
3.	Policy Purpose .....	1
4.	Application of Policy.....	1
4.3	Parameters.....	1
4.4	Participation in the Arrangements .....	2
4.5	Hours of Attendance .....	2
4.6	Meal Breaks and Rest Pauses .....	2
4.7	Administration .....	2
4.8	Work Cycles.....	3
4.9	Time Credits and Time Off .....	3
4.10	Approved Leave and Public/University Holidays .....	3
4.11	Overtime/ Shift Allowances.....	3
4.12	Termination of Service .....	4
5.	Policy Review .....	4
6.	Further Assistance.....	4

## 1. Background Information

This policy has been developed in support of flexible working arrangements for general staff at ACU.

## 2. Policy Statement

The University recognises that to effectively balance work and family needs, flexible working arrangements can assist many staff members to meet their competing commitments. Whilst these arrangements are intended to accommodate staff members' needs, staff are expected to operate on a 'give-and-take' basis to ensure the proper and efficient operations of the University. A fundamental principle underpinning these arrangements is that they must provide for enhanced operations of the University. All full-time and fractional staff at Level 7 or below are required to participate in these arrangements.

## 3. Policy Purpose

The purpose of this policy is to outline for staff and supervisors the operation of the flexible working arrangements at ACU.

## 4. Application of Policy

### 4.1

As part of these arrangements, staff may be asked to work more flexibly to assist maintain work unit operations or to provide for enhanced operations in circumstances such as:

- where a particular staff member is absent and the absence was unplanned for;
- providing a more expanded period of service to students and other clients;
- to complete an item of work where continuity is necessary; or,
- to meet a University need/deadline.

A staff member may not be unreasonably required to alter her/his working pattern if there are good and sufficient reasons why she/he may not be able to accommodate such a requirement. These good and sufficient reasons may include (but are not limited to) elder or childcare arrangements.

### 4.2

The application of these working arrangements is to be regular and prospective, and is not to be used as a mechanism for avoiding the payment of overtime.

### 4.3 Parameters

Subject to section 4.4 (Participation in the Arrangements) a general staff member, including a shift worker, and the nominated supervisor may negotiate working arrangements within the following parameters:

- the maximum number of hours which may be worked on any one day is 9 hours;
- the maximum number of hours which may be worked in any week is 45 hours;
- the normal daily span of hours worked under these arrangements will be 8:00 am to 6:00 pm Monday to Friday but this may be extended to 7:30 am to 7:00 pm where it is essential to maintain a University service or activity;
- a general staff member will work an average of 140 hours over a four-week cycle; and,
- subject to section 4.4, a staff member may work ordinary hours on a Saturday.

#### **4.4 Participation in the Arrangements**

- 4.4.1 Flexible working arrangements may vary across and within work groups according to particular work demands and service requirements.
- 4.4.2 Not all aspects of these arrangements will apply to all staff because of the particular role a staff member may perform within a particular work group, or due to the hours they work (ie part time). Some staff may participate in a limited way whereby variations may occur in a staff member's hours during a particular cycle according to work demands.
- 4.4.3 The nature of particular working arrangements will be subject to the operational convenience of the work unit and must be approved by the relevant Executive Dean/Director on recommendation from the Head of School/Manager of the work unit.
- 4.4.4 By agreement between the staff member and the supervisor, a staff member may work ordinary hours on a Saturday, provided that the staff member is not required to work on a Saturday under this provision and the staff member works her/his normal hours during that week to enable at least two days off during the calendar week.

#### **4.5 Hours of Attendance**

- 4.5.1 Supervisors, in consultation with staff of the work group, must ensure that services are maintained at a satisfactory level during normal business hours of the University.
- 4.5.2 These working arrangements must be worked within the ordinary span of hours for the general staff member/s concerned as prescribed by sub-clauses 4.3 (Parameters).
- 4.5.3 Where it is essential to maintain a University service or activity, a supervisor may require a staff member to commence/finish work at any time within the span of hours (7:30 am to 7:00 pm) provided that, other than in an emergency situation, 48 hours notice is given of such a requirement to the staff member.
- 4.5.4 Staff wishing to substantially vary their normal pattern of attendance should first seek agreement with the supervisor to ensure this will not adversely affect the operation of the workgroup.
- 4.5.5 All staff must record the hours they work each day on the timesheet (see: Attachment 1).

#### **4.6 Meal Breaks and Rest Pauses**

- 4.6.1 A general staff member will not be required to work for more than five consecutive hours, without taking an unpaid meal break of at least 30 minutes.
- 4.6.2 Morning and afternoon tea breaks shall not exceed 10 minutes or any other local arrangement not exceeding 20 minutes in aggregate in the day. A staff member may not be unreasonably prevented from having a tea break.
- 4.6.3 Tea breaks must be taken at a time that does not interfere with the continuity of work where, in the opinion of the supervisor, such continuity is necessary for the effective functioning of the unit.

#### **4.7 Administration**

Managers/Heads of School will be responsible for the efficient and sensible operation of these arrangements within the particular work group and for ensuring that the University's operations are effectively maintained at all times.

Managers/Heads of School will be responsible for the administration associated with these arrangements including:

- the completion of daily time sheets by all staff.
- the reconciliation of daily time sheets
- the completion and submission of leave forms.

#### **4.8 Work Cycles**

Each year shall be divided into two six-monthly reconciliation periods (normally, January to June and July to December) and each six-month period is divided into four-week cycles. No excess accumulated time may be carried forward from one six-monthly reconciliation period to the next.

#### **4.9 Time Credits and Time Off**

**4.9.1** Normally no more than 28 hours of time accumulated during a four-week work cycle may be carried over into another cycle. However, with prior approval of the relevant Executive Dean/Director, up to 35 hours accumulated time may be carried into another work cycle. Time accumulated in excess of 35 hours will be paid out to the staff member at the staff member's ordinary rate of pay.

**4.9.2** Staff may not carry a time debit into another four-week work cycle without the prior approval of the relevant Executive Dean/Director. A staff member with a time debit at the end of a cycle will be required to submit a leave form to cover the deficit. In such circumstances, the staff member may elect to use any annual or long service leave to credit or to take the time as leave without pay.

**4.9.3** It is not necessary for a staff member to have a credit balance when taking time off, nor to have worked a full work cycle in the case of newly appointed staff entering duty part way through a work cycle.

**4.9.4** Where a staff member has accumulated time credits in excess of 7 hours, this may be taken at a time or times convenient to the work group, by agreement with the supervisor.

**4.9.5** A staff member must obtain the prior approval of the supervisor prior to taking time off under the conditions of this policy.

#### **4.10 Approved Leave and Public/University Holidays**

**4.10.1** Periods of approved leave and/or public/University holidays which fall during a work cycle are regarded as a staff member's normal working day and do not count as accruing additional time unless a staff member is required to work on a public/University holiday.

**4.10.2** By agreement with the supervisor, a staff member may take a half-day annual leave together with a half-day time off.

**4.10.3** As personal leave is credited and debited in hours, a staff member and the supervisor may agree on whether a staff member takes personal leave or accumulated time off to cover an absence due to illness.

#### **4.11 Overtime/ Shift Allowances**

**4.11.1** Normally, overtime and shift allowances are not applicable between 7:30 am and 7:00 pm Monday to Friday or on Saturdays where a staff member has elected to work ordinary hours on a Saturday (see section 4.4).

**4.11.2** However, overtime is applicable if a staff member is carrying the maximum accumulated hours (ie 28 hours) into a new work cycle, and is required by the supervisor to work additional hours.

**4.11.3** If a staff member commences a period of approved overtime after 7:00 pm, the normal meal break provisions set out in the Meal Allowances During Overtime Policy must be applied.

#### **4.12 Termination of Service**

**4.12.1** A staff member who gives notice of resignation or retirement shall, during the period of notice, take all reasonable steps to eliminate any accumulated credit or debit. Supervisors/ heads of department shall facilitate a staff member who is making such endeavours during this period.

**4.12.2** A staff member who has not been able to exhaust all of her/his time credits will, on termination, be paid the monetary value of any time credits up to the maximum allowable under sub-clause 4.8 (Time Credits and Time Off).

**4.12.3** A staff member who does not eliminate a debit in hours upon termination will have the monetary value deducted from any leave or money owing at termination.

#### **5. Policy Review**

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

#### **6. Further Assistance**

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.