



## FLEXIBLE WORKING POLICY

POLICY DETAILS			
Document Number	[Document Number]	Currency	Current
Policy Level	Board Level	Date Introduced	23/03/2020
Authorised By	Board of Directors	Publish Date	23/03/2020
Responsible Officer	Manager, Corporate Services	Review Date	23/03/2022
Relevant To	Employees		
Relevant Legislation(S)	Fair Work Act, Privacy Act, Workplace Health and Safety Act		
Related College Documents	<p style="text-align: center;">Working From Home Policy</p> <p style="text-align: center;">Working From Home Attachments</p>		

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## FLEXIBLE WORKING POLICY

### 1. SCOPE

This policy applies to employees of Iona College who meet the Fair Work Act 2009 (Cth) eligibility criteria. It has been established to assist employees who wish to request a flexible working arrangement; and outline the process involved. This procedure also assists managers and supervisors at Iona College to manage and respond to such requests or discussions appropriately.

This procedure should be read in conjunction with the Working from Home Policy, Workplace Health and Safety Policy and Fair Work Act 2019. Nothing in this policy is intended to alter or override the terms and conditions of the Catholic Employing Authorities Single Enterprise Collective Agreement (Enterprise Bargaining Agreement – EBA).

### 2. POLICY STATEMENT

- 2.1. Iona College endeavours to assist its employees achieve their personal, family and relationship goals by facilitating flexibility in employment and working arrangements to achieve the optimum balance between work and personal responsibilities. Flexible Work Arrangements are about an employee and an employer making changes to when, where and how a person will work to better meet individual and business needs.
- 2.2. The flexible working request process is mapped as below:



#### Eligibility under the Fair Work Act 2009 (Cth)

- 2.3. Under the Fair Work Act 2009 (Cth), employees are eligible to request a flexible work arrangement if an employee has completed at least twelve (12) months continuous service with us immediately prior to making the request; and
  - have a disability;
  - are a parent, or have the responsibility for the care of a child who is of school age or younger;
  - are a carer for someone with a disability, medical condition or mental health condition or who is aged and frail in accordance with Carer Recognition Act 2010 (Cth);
  - are 55 or older;
  - are experiencing violence from a family member; or
  - are providing care and support to a family member who requires care or support because they are experiencing violence from their family.
- 2.4. We will consider all requests but may refuse them on reasonable grounds.

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### Other Requests

- 2.5. If employees do not meet the criteria above, please speak to the Human Resources (HR) Manager. The Rector/ Principal will consider these requests on a case by case basis.
- 2.6. It's important to know that a flexible work arrangement is not an automatic entitlement. The availability and make-up of the arrangement will depend on a number of factors, including (but not limited to):
- the likely impact on College operations, timetable and business continuity;
  - the efficiency and productivity of the group;
  - other staff who may be impacted by the proposed arrangement, including the workload of the team;
  - the cost to Iona of accommodating the arrangement;
  - the staff members personal needs; and
  - the performance requirements of the position.

## 3. POLICY MANAGEMENT

### Compliance, monitoring and review

Employees making an application should follow the following steps:

- 3.1. Before discussing your requirements with your Manager/Supervisor identify the reasons influencing you in considering a flexible work arrangement. Ad-hoc or short-term flexibility needs may be accommodated at an informal level.
- 3.2. Identify a few flexibility options that could work for you. Remember, that your proposed changes need to be realistic and workable for everyone. For example: are there particular hours and days that would make a difference to your work life balance? Would it work best for you to work in the office/campus or away from the office/campus? Do you need to be able to change your working hours or location very quickly in some circumstances? Please be mindful that options which work for you may be unsuitable for your role and the work area. The first option that comes to mind may not be the best option or your only option. Your Supervisor or HOF may also have some ideas that you haven't considered.

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- 3.3. Consider what flexible work option(s) suits your circumstances. Options may include (but are not limited to):

Options	Summary
Part-time hours	Reduce the number of hours you work per week.
Term-time working application (applicable to Other Professional Staff)	Apply for Term-Time working hours
Non-standard start and finish times	Vary your start and finish times within the College ordinary hours of duty
Job Share	Job Share refers to a collaborative and shared job arrangement. 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 job description.
Job Split	Job split is where the responsibilities of a position are quite distinct and easily separated, in which the roles and responsibilities are separated into two distinct part time positions, which may not be the same position.
Working from home	Work some of your days from home (see the Working From Home Policy)
Transition to Retirement	If you are in a permanent position and are looking to retire, you can discuss a transition plan which may consist of changing your hours to part-time or utilising leave (such as Long Service Leave or Annual Leave if applicable) to work part-time under a pre-retirement contract.

- 3.4. If you don't feel ready to speak to your Manager/Supervisor as yet, the Human Resources (HR) Manager can assist with any high-level discussions. In addition, we provide free access to confidential, professional counselling and support for all staff and their immediate families through the provision of the Employee Assistance Program (EAP) on 1800 818 728.

### Discuss options with the Principal

- 3.5. Discuss your requirements with the Principal (for Teaching Staff) or Manager, Corporate Services (Other Professional Staff) and be prepared to consider other options that will meet both your needs and College's requirements.

### Prepare and submit your flexible work request

- 3.6. Submit a Flexible Work Request to the HR Manager at least one term before the arrangement is proposed to start.
- 3.7. Employees can request a flexible work arrangement for a term up to twelve (12) months or, if you're on a fixed term contract, the end date of your contract (whichever is sooner).



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- 3.8. The term will include a trial period (usually 3 months) wherein you and your Supervisor or HOF should review the arrangement to determine if it meets the needs of both parties and/or if any changes are required to improve the arrangement.

### We consider your request

- 3.9. We will consider and respond to your request within twenty-one (21) days from receipt of your written request.
- 3.10. The Principal or Manager, Corporate Services will consider whether your request can be accommodated, taking into account the impact on service delivery, business and teaching continuity and on the overall staffing profile of the area.
- 3.11. If your request is to work less than a 0.6 employment fraction (i.e. less than 3 days), the approval of the Rector/Principal will be required prior to the request proceeding.

### Outcome of your request

#### *Approval*

- 3.12. Where approved, the Principal will provide both of you with a copy of the approved request.

#### *Approval but in a different position*

- 3.13. Where we cannot accommodate your request but can in an alternative position (based on your willingness), the Principal or Manager, Corporate Services may consult to find an alternative position for you.

#### *Approval based on modification to your request*

- 3.14. If you agree to an alternative arrangement, your original request will be refused on this basis and the alternative arrangement will be approved and communicated to you in writing.

#### *Refusal*

- 3.15. We will consider all requests for flexible work arrangements from eligible staff members, however a request may be refused on reasonable grounds.
- 3.16. The Rector/ Principal will detail the reasons for refusal on your request. The decision will then be communicated to you by the Principal or Manager, Corporate Services. If we are unable to meet with you within twenty-one (21) days receiving your request we will email you the outcome. A meeting may be arranged to explain the refusal to you and to discuss options thereafter.

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3.17. Reasonable grounds for refusing a flexible work request may include (but are not limited to):

- The new working arrangements requested would be too costly for the College.
- There is no capacity to change the working arrangements.
- It would be impractical to change the working arrangements of other staff members, or recruit new staff, to accommodate the new working arrangements requested.
- The new working arrangements requested would be likely to result in a significant loss in efficiency or productivity.
- The new working arrangements requested would be likely to have a significant negative impact on student/stakeholder service.
- Where your substantive fraction of employment (part-time working) is reduced to a level that is likely to have a detrimental impact on the duties of your position as determined by the College.
- A reasonable basis for refusal of a request for a flexible working arrangement may be likely if the request could only be accommodated by:
  - the creation of new and/or additional project roles or the restructuring of existing roles; and/or
  - the recruitment of new external staff members (as compared to existing staff with the required availability and expertise).

### What happens when an agreement cannot be reached?

3.18. It is possible that despite best efforts you and the College may not be able to reach an agreement you are both satisfied with. If you have any concerns regarding this, please reach out to the HR Manager to ensure all options and obligations have been explored and to help reach a suitable outcome.

#### *Review of the Arrangement*

3.19. You and your Supervisor or HOF should meet regularly with the appropriate Dean (including during the trial period) to discuss the arrangement to ensure it continues to meet the needs of both parties and if any changes are required to improve the arrangement.

#### *Transfer of a flexible work arrangement*

3.20. Flexible work arrangements are not normally transferable from one position to another. If you apply for a new position, you must re-apply for your flexible work arrangement.

#### *Renew a flexible work arrangement*

3.21. Should you wish to continue a flexible work arrangement; you are required to reapply at the end of the approved term. The application will be assessed on the circumstances at the time. Your needs and our needs can change over time.

#### *Terminate a flexible work arrangement*

3.22. Where the agreement is not working and discussions have not been able to rectify the issues, you may seek advice from the HR Manager for further options.

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### Role suitability

- 3.23. You should discuss with your Supervisor or HOF if your role is suitable for a job share arrangement. Consideration should be given to:
- the nature and requirements of the work and its suitability or otherwise for sharing or splitting;
  - the division of duties and responsibilities between staff participating in the job share arrangement, and the proposed duration of the arrangement;
  - key clients and/or stakeholders communication arrangements;
  - impact on students for a Teaching role;
  - the delegation of work to staff;
  - the effect on other staff and on business needs and customer service; and
  - the impact on future staffing flexibility.
- 3.24. Your Supervisor or HOF may consult with the Principal or Manager, or Corporate Service and HR Manager to determine if your position is suitable for a proposed job share arrangement. You and your supervisor should agree in principle that the position is suitable for consideration as a job share arrangement prior to submitting a flexible work request.
- 3.25. This policy is to be reviewed immediately after a substantial breach in policy, otherwise the policy is to be reviewed in two years from the date of publication.
- 3.26. The policy officer is responsible for reviewing this policy and ensuring that it aligns with key legislation and all interlinked policies and procedures as follows:
- Fair Work Act 2019 (Cth)
  - Privacy Act
  - Work Health and Safety Act 2011
  - Code of Conduct
  - Flexible Working Policy
  - Privacy Policy
  - Return to Work and Injury Management Policy
  - Work Health and Safety Policy
  - Workplace Rehabilitation Policy

### Reporting

- 3.27. The policy officer and identified delegates must provide the Board of Directors/College Leadership Team/Risk and Compliance Committee with quarterly reports of any working from home arrangements and their effectiveness with any costs associated.
- 3.28. No additional reporting is required.

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### Records Management

- 3.29. The policy officer and delegates must maintain all records relevant to administering this policy in a recognised College recordkeeping system
- 3.30. All Working from Home Agreements, checklists and records must be retained for a minimum period of 100 years.

## 4. DEFINITIONS

**Fixed Term:** a period of time that the agreement will in place for

**College:** Iona College (we, us).

**Employees:** includes ongoing employees, permanent employees, fixed term and casual employees (you).

**Information technology equipment:** computer, telephone, fax or other electronic and related equipment required for the conduct of work.

**Furniture:** chairs, desks and other furniture normally provided at the Council work site. Home based office - an area designated in an employee's private dwelling which has been agreed by College and the employee for use by the employee to perform home based work.

**Home based work:** the agreed duties to be performed by the employee at the home-based office – as per the relevant Working from Home Policy

## 5. FEEDBACK

- 5.1. Provide feedback about this document by emailing [Compliance@iona.qld.edu.au](mailto:Compliance@iona.qld.edu.au)

## 6. VERSION HISTORY

Date	Approval and Amendment History	Details

## 7. APPENDICES

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Things to note if your Flexible Working Request is approved

### Job Share

- 7.1. 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.
- 7.2. Job split is where the responsibilities of a position are quite distinct and easily separated, in which the roles and
- 7.3. responsibilities are separated into two distinct part time positions.
- 7.4. Reference to 'job share' herein refers to both a job share or a job split arrangement.

### Role suitability

- 7.5. You should discuss with your Supervisor or HOF if your role is suitable for a job share arrangement. Consideration should be given to:
- 7.6. the nature and requirements of the work and its suitability or otherwise for sharing or splitting;
- 7.7. the division of duties and responsibilities between staff participating in the job share arrangement, and the proposed duration of the arrangement;
- 7.8. key clients and/or stakeholders communication arrangements;
- 7.9. impact on students for a Teaching role;
- 7.10. the delegation of work to staff;
- 7.11. the effect on other staff and on business needs and customer service; and
- 7.12. the impact on future staffing flexibility.
- 7.13. Your Supervisor or HOF may consult with the Principal or Manager, or Corporate Services and HR Manager to determine if your position is suitable for a proposed job share arrangement. You and your supervisor should agree in principle that the position is suitable for consideration as a job share arrangement prior to submitting a flexible work request.

### Vacancies

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- 7.14. Positions may be advertised for recruitment on a job share basis.
- 7.15. If a joint application is received from job share partners, it will be assessed in the same manner as applications from other candidates. Normally each job share partner will be interviewed separately to assess the suitability of each against the selection criteria, although job share partners may also be interviewed together to discuss their joint application.
- 7.16. In the event that one job share partner vacates a job share position, we will consider the following options:
- 7.17. if the job share arrangement should continue;
- 7.18. if the vacancy should be advertised; or
- 7.19. if the additional work is offered to the remaining job share partner on the basis of full-time employment (or a relevant employment fraction in accordance with business/operational needs).

### Employment contracts and administration

- 7.20. Existing staff members appointed to a job share arrangement will receive a contract variation or updated contract for the agreed term (up to twelve months), or in some cases, a fixed-term job share employment contract.
- 7.21. If you are an existing continuing or fixed-term staff member who is appointed to a job share arrangement for a fixed-term period, you will return to your substantive or other suitable position at the conclusion of the agreed term (if the substantive fixed-term appointment continues beyond the proposed job share term), or earlier if the job share arrangement ends earlier.
- 7.22. Where an approved job share arrangement exists, a new staff member may be employed on a part-time fraction to fill a job share vacancy.
- 7.23. Your leave and other entitlements will accrue according on a pro rata basis, in accordance with the relevant Enterprise Agreement.

### Disestablishment of the job share arrangement

- 7.24. At any stage, including during the trial period, the job share arrangement may cease on four weeks' notice if the arrangement no longer meets the operational or business needs of the University, or the requirements of the participating staff members (excluding continuing job share arrangements).

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