

Flexible Working Arrangements

Overview

This document outlines the Associations' policy on and approach to providing an environment where employees are able to gain access to flexible working arrangements which recognise client needs, work and personal commitments.

Scope

This Policy applies across all student associations.

"Associations" refer to ANUSA, PARSA & ANUSM.

Policy Statement

Employees will have access to flexible working arrangements which include part-time work, job share arrangements and working from home in appropriate circumstances. Flexible working arrangements allow employees and the associations to vary hours, and patterns of work, to meet the administrative priorities of the association and the employee's personal commitments, taking into account the operational requirements of the work area. Applications for flexible work arrangements will only be refused on reasonable business grounds.

The standard hours per week for a full-time employee are 35 hours per week as the standard ordinary hours of duty to be worked on Monday to Friday, worked between the hours of 8.00 am and 7.00 pm.

Part-time employees are required to work the hours per week set out in their employment contract.

Breaks

Employees will not be required to work more than five consecutive hours without a meal break of at least 30 minutes. Time taken as meal breaks will not be paid for and will not be counted as time worked.

Flexible working arrangements

Employees may request flexible working arrangements in accordance with section 65 of the *Fair Work Act 2009 (the Act)*. Approval to undertake part-time work will not be withheld for employees with responsibility for the care of a child under six years of age.

The above clause does not prevent an employee from requesting flexible working arrangements including part-time work, job sharing and home based work, in circumstances other than those in section 65 of the Act. The Associations are willing to sympathetically consider requests from employees who wish to enter into job share or other flexible working arrangements. Such requests will be dealt with on a case by- case basis

Under the National Employment Standards of the Act certain employees have the right to request flexible working arrangements. These include changes to:

- hours of work such as changes to start and finish times,

- patterns of work such as split shifts or job sharing,
- locations of work (such as working from home)

Employees who have worked with the Associations for at least 12 months can request flexible working arrangements if they:

- are the parent, or have responsibility for the care, of a child who is school aged or younger
- are a carer (under the *Carer Recognition Act 2010*)
- have a disability
- are 55 or older
- are experiencing family or domestic violence, or
- provide care or support to a member of their household or immediate family who requires care and support because of family or domestic violence.

An employee can request flexible working arrangements to assist them with these circumstances. Where an employee requests a flexible work arrangement, they may be required to submit the request in writing, detailing the changes sought and the reasons for the change. The President/Editor in Chief will commit to providing the employee with a written response to the request within 21 days, stating whether the request has been granted or refused. If the request has been refused, the President/Editor in Chief will provide written reasons for the refusal. Any disputes in relation to requests for flexible working arrangements will be handled in accordance with the Dispute Resolution Procedures at Clause 9 of the Enterprise Agreement.

Breastfeeding

The Associations will support breastfeeding employees through promotion of the Associations' policy and workplace provisions for breastfeeding, including providing information about where to access appropriate facilities.

Childcare

Following consultation with the President an employee may, when it is agreed appropriate and safe to do so, bring one or more children to work where this does not conflict with the performance of the employee or other employees. Requests by employee to bring their children to the workplace shall be treated sympathetically.

In the case of any inconsistency between this policy and the Enterprise Agreement, the Enterprise Agreement shall prevail.

References: Enterprise Agreement Clauses 9 & 21

Fair Work Act 2009

National Employment Standards