

Flexible Work and Working Arrangements Policy



1 Purpose

To provide a consistent and equitable framework for safe flexible and hybrid work and other working arrangements for Employees.

2 Scope

This policy applies to all continuing, fixed-term, and contingent-funded Employees.

3 Policy Statement

The University is committed to providing flexible and hybrid work and working arrangements as described in the subordinate Procedure, in a safe, fair, and reasonable way that both recognises the importance of balance between an Employee's work and personal life and enables Employees to fulfil their responsibilities in support of the University achieving its strategic goals.

4 Principles

The University is committed to:

- ensuring hybrid and flexible work arrangements meet work health, safety, and wellbeing requirements.
- providing a range of hybrid and flexible work arrangements to Employees.
- utilising hybrid and flexible work arrangements as a key part of the University's Employee value proposition to attract people to highly specialised positions at the University.
- ensuring all decisions around hybrid and flexible work arrangements balance organisational and task needs, team needs, and individual needs.
- enabling a hybrid work model that supports a combination of on-campus and remote work, where operationally viable.
- creating a vibrant on-campus environment with Employees being present on a campus the majority of the time.

- allocating work in a fair and reasonable way that recognises the importance of a balance between an Employee's work and personal life.
- providing clear information to ensure Employees understand their employment conditions relating to work allocation, hybrid and flexible work arrangements, working hours, and leave.
- ensuring Employees and supervisors understand that approved remote work arrangements are not utilised in circumstances where Employees should instead be taking appropriate leave, or may require a reduction in their employment fraction, or another flexible work arrangement.
- ensuring Employees' work allocation, working hours, and leave entitlements are consistent with Regulatory Compliance Instruments.

5 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

6 Policy Information

Accountable Officer	Deputy Vice-Chancellor (Enterprise Services)
Responsible Officer	Chief People Officer
Policy Type	Executive Policy
Policy Suite	Flexible Work and Working Arrangements Procedure Leave Procedure Parental Leave Procedure
Subordinate Schedules	
Approved Date	6/12/2024
Effective Date	6/12/2024
Review Date	6/12/2029
Relevant Legislation	Enterprise Agreement Fair Work Act 2009 (Cth)
Policy Exceptions	Policy Exceptions Register

Related Policies	
Related Procedures	
Related forms, publications and websites	
Definitions	Terms defined in the Definitions Dictionary
	<p>Academic Employee</p> <p>As defined in the University of Southern Queensland Enterprise Agreement 2023 - 2026.</p>
	<p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p>
	<p>Regulatory Compliance Instrument</p> <p>An external compliance instrument provided by legislation, regulation, standards, statutes or rules, including subordinate instruments.</p>
	<p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p>
	Definitions that relate to this policy only
Keywords	Flexible work, remote work, hybrid, working from home, working from another location, leave, parental leave, work hours, work allocation, work arrangements, working arrangements
Record No	15/2859PL