

Flexible Work and Working Arrangements Procedure

1 Purpose

To outline the processes for safe flexible and hybrid work and working arrangements.

2 Scope

This Procedure applies to all continuing, fixed-term, and contingent-funded employees.

3 Procedure Overview

This Procedure details the options and application processes for hybrid work and working flexibly available to all Employees, as well as information about working hours.

4 Procedures

The University requires all employees to be located on a campus, and attend campus as required by their position. Decisions around flexible and hybrid work need to consider, and balance:

- Organisational, task, and service delivery needs;
- Team needs; and
- Individual needs.

Hybrid work might meet an individual's need for choice, but if it does not support the organisation's need to offer face to face services to clients or students in certain settings, or fit the nature of the work, an arrangement to work remotely through a hybrid arrangement will likely not be suitable.

To have an individual and team working flexibly and successfully, supervisors should focus on establishing safe and connected arrangements that balances organisational, task, and service delivery needs, team needs, and individual needs.

Employees are still required to attend campus as per reasonable direction from their supervisor, even if they have entered into a flexible or hybrid work arrangement.

4.1 Hybrid Work Arrangements

While the University's campuses are the primary place of work, the University recognises hybrid work as a flexible work model that supports a combination of on-campus and remote work, such as working from home, within Australia. For information on what constitutes hybrid work refer to the table in section 4.3.

The University is supportive of remote work arrangements and, where operationally viable, employees are able to work remotely for a portion of the working week.

Heads of Organisational Units and supervisors are responsible for working with their teams and individuals to successfully implement hybrid work arrangements where possible. This includes ensuring that new employees are effectively onboarded, available digital technology is fully leveraged, and that teams with mixed working arrangements are high performing.

4.1.1 Eligibility

All employees are eligible for hybrid work arrangements within Australia, subject to operational requirements.

The University is supportive of hybrid working and, where operationally viable, employees are able to work remotely up to two days per week for full time equivalent, or forty percent for a part time fraction (rounded up to the nearest whole day, in consultation with their supervisor).

If an employee and supervisor agree that the employee is able to work remotely for a period up to the maximum two days or forty percent per week, no application is required outside of any agreement made by the supervisor and employee.

However, if an employee wishes to request additional days working remotely, above two (2) days per week or forty percent for a part time fraction, this can be submitted as per the flexible work arrangements application process in section 4.3.

The University acknowledges that not all positions can operationally support hybrid working and offers other modes of flexible work arrangements. Remote work will not be agreed when the request includes work performed internationally.

4.2 Flexible Work Arrangements

The University recognises the need to have a range of flexible work options available to employees. These include, but are not limited to:

- Fractional employment;
- Job sharing;
- Purchased leave;

- Individual Flexibility Arrangements (under clause 9 of the UniSQ Enterprise Agreement which includes flexibility in hours of work and leave arrangements); and
- Working from another location, within Australia.

4.2.1 Eligibility

Under the *Fair Work Act 2009* (Cth) (Act), certain employees have a legal entitlement to request flexible working arrangements. This includes continuing and fixed term employees who have worked at least 12 months, and regular casual employees who have worked regularly and systematically for at least 12 months and have a reasonable expectation of continuing doing so. The request must be because the employee is:

- Pregnant;
- A parent of, or has responsibility for the care of, a child who is school age or younger;
- A carer (within the meaning of the *Carer Recognition Act 2010*);
- A person with disability;
- Aged 55 or older;
- Experiencing family and domestic violence; or
- Providing care or support to an immediate family member, or someone they live with, because they are experiencing family and domestic violence.

If an employee has submitted a flexible work arrangement request because of the entitlements under the Act, the business must respond to the employee within 21 days of receipt of the request by the employee.

A response will:

- state that the Supervisor grants the request; or
- specify an agreed change to the Employee's work arrangements that differ from those set out in the request, following a discussion with the Employee; or
- state that the Supervisor refuses the request.

A refused flexible working arrangement response will:

- include details of the reasons for refusal, specifically the reasonable business grounds for refusing the request and explain how those grounds apply to the request; or
- set out the changes in the Employee's working arrangements that would accommodate, to any extent, the circumstances and that the employer would be willing to make; or
- state there are no such changes.

4.2.2 Reasonable Business Grounds

Flexible work arrangements submitted in accordance with the Act are subject to the mutual agreement between the Employee and the Supervisor and may only be refused on Reasonable Business Grounds.

A request could be declined due to the flexible work arrangement:

- being too costly for the Employer;
- requiring a change the working arrangements of other Employees, or requiring the Employer to recruit new Employees, to accommodate the request;
- resulting in a significant loss of efficiency or productivity;
- having a significant negative impact on the service provided to Students and University clients; or
- not being operationally possible for the Employer, subject to the provisions of the Act.

For employees who are not eligible to apply for a flexible working arrangement under the Act but request flexibility for other reasons, the supervisor should give reasonable thought to the request. This will include weighing the operational requirements of the University with the overall benefit for the employee. The supervisor should respond to the request promptly and, if not approved, provide reasons for the decision.

4.3 Application Process

Employees must discuss any flexible or hybrid work arrangements with their supervisor in the first instance.

Work Type	Definition	Approval Required
Hybrid Work	<p>Hybrid working supports a combination of in office and remote work up to two (2) days per week for full time equivalent, or forty percent for a part time fraction (rounded up to the nearest whole day).</p> <p>For employees requesting to work remotely more than two (2) days per week or forty percent for a part time fraction, a flexible working arrangement form will need to be submitted.</p> <p>Employees are required to complete a SAFETY CHECKLIST to ensure their remote set up is compliant from a Workplace Health and Safety perspective.</p>	<p>Up to two (2) days per week for full time equivalent, or forty percent for a part time fraction (rounded up to the nearest whole day) requires supervisor approval only.</p> <p>Flexible Working Arrangement Form (for remote working over two days per week or forty percent for part time employees) approved by</p>

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	<p>Employees are required to utilise approved remote work arrangements for work purposes only, and in circumstances such as caring for children, employees should take appropriate leave.</p> <p>A Category 2 Delegate, in collaboration with the Chief People Officer, may approve a vacant specialist position to be recruited to, and undertaken, as fully remote work.</p>	<p>Category 4 Delegate.</p> <p>Safety checklist for all employees working remotely.</p> <p>Approve a vacant specialist position to be undertaken as fully remote.</p>
Flexible work: Fractional (Part Time) employment	<p>Fractional employment enables Employees to reduce their working hours in order to fulfil other responsibilities or interests outside of work hours. An Employee may be engaged for a fraction of full-time employment (sometimes referred to as part-time employment). This could be to support a return from parental leave, or a transition to retirement.</p>	<p>Flexible Work Arrangement Hub Form approved by Category 4 Delegate</p>
Flexible work: Job sharing	<p>Job sharing involves dividing one position among two or more people. It is a voluntary arrangement between the Employee/s involved and the cost centre manager and allows people to work less than full time, whilst ensuring that all the duties of the job are completed. Job sharing can also bring skills and experience and improved flexibility to a workplace as there are two people in a job instead of one.</p>	<p>Flexible Work Arrangement Hub Form approved by Category 4 Delegate</p>
Flexible work: Flexible working hours	<p>Employees may request to have flexibility in their work schedules including but not limited to varied start and finish times or a compressed work week. A variation to a Professional employee's work schedule must be in accordance with Clause 21, in the Enterprise Agreement.</p>	<p>Agreement between employee and supervisor</p> <p>Or</p> <p>Flexible Work Arrangement Hub Form approved by Category 4 Delegate</p>
Purchased leave	<p>An employee can apply to take up to an additional four weeks of annual leave per year and receive a corresponding reduction in salary, which would be payable over the full 52 weeks of the year.</p>	<p>Purchased Leave Hub Form approved by Category 4 Delegate</p>

	<p>Such arrangements, once approved, will commence at a mutually agreed time for a period of 12 months, which may be extended upon mutual agreement between the employee and their supervisor, ensuring the needs of the work area continue to be met.</p> <p>The additional purchased annual leave will normally be taken within the 12-month period in which it accrues.</p>	
Individual Flexibility Arrangement (IFA)	<p>In accordance with Clause 9 of the Enterprise Agreement, an employee may request to enter into an Individual Flexibility Arrangement (IFA) to vary the following terms of the Enterprise Agreement:</p> <ul style="list-style-type: none"> a) Clause 18 (Salary Packaging) b) Clause 19 (Superannuation) c) Clause 21 (Hours of Work); and/or d) Clause 29 (Flexible Employment Arrangement). 	<p>Agreement between employee and supervisor.</p> <p>Must be reviewed and approved by People Portfolio, Workplace Relations team.</p>

4.4 Workplace Health and Safety and Workstation Set Up

Employees entering into a hybrid work arrangement are responsible for acquiring and maintaining necessary equipment to ensure their remote workstation is compliant with health and safety requirements.

All University Policy Instruments including Workplace Health and Safety (WHS) must be adhered to at all times when working from another location. Employees and supervisors are responsible for ensuring their health and safety when working from another location.

Costs associated with setting up a flexible, safe and productive workspace from another location are the responsibility of the employee. This may include a desk, chair and internet connection. ICT equipment should be discussed with the employee, supervisor and ICT.

4.5 Working Hours

4.5.1 For All Employees

Employees have the right to disconnect outside of working hours and not engage with work-related contact unless doing so would be unreasonable. Refer to the relevant knowledge article for more information.

4.5.2 For Professional Employees

Hours of work and related matters for professional Employees are governed by the Enterprise Agreement. It is incumbent upon all Employees to be aware and operate in accordance with the Enterprise Agreement.

All professional Employees up to and including Level 10, must record their hours of attendance on the approved timesheet. These timesheets form part of the University's time and wage records and should be kept as official records in accordance with the University's Records and Information Management Policy.

All overtime to be worked must be authorised by the Category 3 Delegate prior to working the overtime.

Claims for the following payments should be made on the approved online form and approved by the Category 4 Delegate:

- Overtime
- Meal allowance
- On-call allowance.

4.6 Delegations

Position	Delegation
Category 2 Delegate	Approve a vacant specialist position to be undertaken as fully remote.
Category 3 Delegate	Approve overtime.
Category 4 Delegate	Approve hybrid work arrangement for over forty percent per week. Approve flexible work arrangement. Approve purchased leave. Approve claims for overtime. Approve claims for meal allowance.

	Approve claims for on-call allowance.
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5 References

Nil.

6 Schedules

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

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Flexible Work and Work Arrangements Policy
Subordinate Schedules	
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	UniSQ 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 Employee University

	Definitions that relate to this procedure only
Keywords	
Record No	23/621PL

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