



Enterprise Bargaining Update

November 2014

UNSW Professional Staff Update

There are a number of issues that are reaching in-principle Agreement. This is primarily due to a majority of the text in the draft clause no longer being pursued with realistic & positive outcomes being agreed by all sides.

FLEX TIME is a matter that is changing, and the PSA/CPSU would like to get members feedback about the proposal, and what options member would like. Please see over page for more details.

Discussed Recently

Professional Staff internal advertising has been raised by the PSA/CPSU and should be discussed at the next meeting.

Minor procedural changes in Redeployment providing for training and time off for interviews for Professional Staff.

Reclassification has had minor improvements in ensuring that applications made (with or without the supervisor's support) is completed within an 8 week period. This may be extended if additional information is required.

Continuing (Contingent Funded Research) staff has not been raised in Professional Staff bargaining. If or when it is raised your Bargaining Representatives will consider the proposals suggested.

Flexible Workplace Adjustment - NEW

The draft clause has been agreed in-principle. This clause allows all Professional Staff members to apply for a Flexible Workplace Adjustment which can do the following;

- alter start and finish times,
- to personalise the use of flextime and flex hours,
- alter the time for lunch breaks, and/or
- alter the weekly hours (part time work etc).

Applications can only be refused by the University on 'reasonable business grounds'. With flextime and flexible start & finish times being available across the University for many years, it should be rare for a manager to refuse such applications.

Flex Time - See overpage for more details

YOUR UNSW PSA/CPSU Bargaining Team

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For regular updates go to

psa.asn.au

YOUR CHECKLIST

- Join the UNSW PROFESSIONAL STAFF UNION
- Ask your colleagues to let us know what they care about as well
- Contact your PSA/CPSU Organiser Graydon Plumridge gplumridge@psa.asn.au

Flex Time & Overtime

Between 1996 and 2000 the PSA/CPSU negotiated for the introduction of flexible working arrangements, or flex time as a win/win for the University and for Professional Staff. Flextime benefits the University by reducing the cost (overtime) of additional work being done and providing benefits to Professional Staff with adjustable start & finish times and paid days off.

This was never meant to replace required Overtime, but was meant to compliment the extra work that could be done and provide workplace flexibility to Professional Staff. Academics do not get flex time as they do not have hours of work or overtime. The University continues to be required to pay overtime for additional hours that they require staff to do. These are to be paid at the appropriate penalty rates and/or Time Off In Lieu (TOIL) at the same penalty rates.

Over recent years, due to Managers seeking to cut their budget costs, many areas are refusing to pay over time, and 'encouraging' Professional Staff to work additional hours under flex time, but severely limiting the use of flexible start and finish times, and the ability to take flex time off. More and more Professional Staff are doing unpaid work with no compensation or equivalent time off due to these arrangements.

In local work units where most (or ideally all) Professional Staff refuse to engage with Flex time, local managers are now required to use overtime to meet the deadlines. Overtime can be reasonably refused by Professional Staff but importantly ensures that local managers do not abuse flex time by getting staff to work additional hours with no (or very limited) time off or compensation.

DECISION NEEDED from PROFESSIONAL STAFF

OPTION 1	OPTION 2	OPTION 3
<p>PSA/CPSU neutral on this option</p> <ol style="list-style-type: none"> 1. Accept the Flexible Workplace Adjustment 2. No changes to flextime 3. All Professional Staff to be encouraged to always claim overtime for additional work, or refuse to do the work. <p>Why? To demonstrate to the University why providing flex time to Professional Staff benefits them, and saves them money.</p>	<p>PSA/CPSU Recommended Option</p> <ol style="list-style-type: none"> 1. Accept the Flexible Workplace Adjustment 2. Remove the flextime for 1-3 years, and rely only on Flexible Workplace Adjustment 3. All Professional Staff to be encouraged to always claim overtime for additional work, or refuse to do the work. <p>Why? To really ensure the University experiences why providing flex time to Professional Staff benefits them, and saves them money.</p>	<p>PSA/CPSU – Not Recommended</p> <ol style="list-style-type: none"> 1. Accept the Flexible Workplace Adjustment 2. Demand that improvements are made to the general flex time. 3. Encourage Professional Staff to better manage their flex time so they don't lose hours. <p>Why? To maintain the general access to flexitime, while allowing staff to make their own arrangements to suit their needs. The University will continue to attempt to use flex time instead of overtime.</p>

PLEASE LET THE PSA/CPSU KNOW WHAT YOU WANT TO DO.

**Email your PSA/CPSU Organiser Graydon Plumridge on gplumridge@psa.asn.au
Copy this and ask your colleagues for their views, and ask them to Join the PSA/CPSU**

Proposed Clause: Request for a Flexible Working Arrangement

- (a) An employee may make a written request for a flexible work arrangement.
- (b) A flexible work arrangement may include:
 - (i) Flexible working hours;
 - (ii) Part-time work;
 - (iii) Job-sharing; and/or
 - (iv) Changes to the start and/or finish time of work.
- (c) The employee's written request for flexible work arrangement/s must include the details of the arrangement proposed, the duration of time for which the arrangement is requested and the reason for the request. The employee may be asked to provide additional information that is relevant to considering the request.
- (d) A request for a flexible work arrangement is subject to the approval of the University and may be refused only on reasonable business grounds.
- (e) If the University determines that a flexible work arrangement must cease, it will provide the employee with reasonable notice.
- (f) To be clear, this clause is intended to supplement the National Employment Standard relating to requests for flexible working arrangements and, where applicable, is intended to satisfy the University's obligations (i.e. an employee shall not have separate rights under both).