

23.2 Flexible Working Arrangements

- (a) The University recognises that benefits flow to the University from family friendly and flexible work arrangements, and that these arrangements should be made available to all employees, subject to the requirements of the work unit.
- (b) The University may approve an arrangement whereby an employee might work flexible start and finish times and/or work more than the number of ordinary hours of work to accumulate flex-time hours which may then be taken as time off work at a later time mutually agreed between the employee and the supervisor. Accrued flex-time hours will be equal to the period of time actually worked and will not attract shift loading or overtime payments or other penalties.
- (c) There will be no loss of flex-time hours accrued under an arrangement made under this Clause. outlined in 23.2(b) above, without a reasonable opportunity for the employee to take the hours (recognising that during peak periods of work activity there may need to be a longer period available to take flex time hours).

(d) Flexible Working Hours Policies should normally include:

- (i) Variable start and finish times
- (ii) An ability to accrue 35 hours or more of flex time
- (iii) A settlement period of 4 weeks with two days off
- (iv) The ability to carry forward accrued/banked flex time over a 6 month period
- (v) The right for employees to take the accrued flex time
- (vi) That all additional time worked be added to flextime or compensated through overtime or TOIL
- (vii) The right for employees to refuse to work additional hours where overtime could be applicable.
- (viii) The ability for employees to transfer accrued hours if moving to another area of the University, or the right to use accrued hours immediately before or after any move.

Introducing or Changing Flexible Working Policies

- (e) Where a majority of employees in a particular work unit, school or Faculty agree to introduce or change a Flexible Working Policy for their work group, the relevant Manager will negotiate with the employees, and their representatives, a new Flexible Working Policy. This may be instigated by employees or the relevant manager.
- (f) A Flexible Working Policy under this clause will take effect when the majority of affected employees vote to accept the new Policy.

(g) Any flexible working policy will be based on providing genuine flexibility for employees both short term and long term with any restrictions and limitations based on genuine demonstrated business needs.

(h) In the event that the local manager and employees cannot agree on any proposed flexible working policy this will be resolved using Clause 9 of the Agreement.