

FLEXIBLE WORK FRAMEWORKS

The NSW Government has committed to making all roles flexible in the NSW government sector by 2019, with the slogan "if not, why not".

Further information can be found on the Public Service Commission's website: www.psc.nsw.gov.au

This web page explains the options, the benefits of flexible work and includes tools and templates.

Anyone can make a request for flexible working arrangements. However, the NSW provisions do not necessarily mean any individual will get the flexible work arrangements they are seeking.

For instance, part-time work may be declined with reference to reasonable business grounds. But these should be specific and there may still be room to negotiate further.

For National Systems Employees:

- » Check your Enterprise Agreement; most have extensive flexitime provisions
 - » The Fair Work Act 2009 includes a right to request part-time work in certain cases. For example, carer responsibilities
 - » The Carer Recognition Act 2010
 - » Anti-discrimination legislation
 - » Work Health and Safety Act 2011
- Shift-workers and people in some particular roles will have a harder time accessing flexible work. However, there are still options to consider.

JOIN YOUR UNION

Join the fight to protect jobs, pay, conditions and vital public services

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FLEXIBLE WORK



Tips for a better work-life balance



THE BENEFITS OF FLEXIBLE WORK

Flex time is a well-known form of flexible work which allows employees to make adjustments to when they work within particular bandwidths and to take days off using accrued hours. However, flexible work is more than this and includes;

- » Part-time work, compressed hours, job-sharing
- » Leave without pay, career breaks
- » Working from home or working remotely
- » Accessing purchased leave or leave paid at half rates etc.
- » Part-year employment, variable year employment.

Flexible work allows employees to better manage the demands of being carers (for children or others), study and career development, health conditions, a disability, other personal matters, travel to and from work and other factors which can affect the work-life balance.

It can benefit employers as well as employees through reduced absenteeism, increased productivity, increased engagement, reduced turn-over and potential savings on office space and office costs.

TIPS TO HELP ACHIEVE WORKPLACE FLEXIBILITY

If you are seeking flexible work, find out about your employer's policies on this and check your Award or Enterprise Agreement.

Establish what flexible work provisions you are seeking and have a back-up option. Consider how the situation looks from the management side.

Anticipate objections and be ready with possible ways to overcome these. For example, ensuring there are no adverse impacts on the delivery of service.



Highlight the benefits of your flexible work proposal to your employer. For example greater productivity through less interruptions when you are working from home.

One option may be a trial period where you seek to prove that the arrangement works for you and your employer.

Submit your flexible work application well before you require the flexible work as it may take an extended period of time to negotiate an outcome.

If your application is refused, options include seeking further HR review of the decision, submitting a grievance or possible later escalation to industrial relations remedies. Discrimination may be a consideration.

If you have specific questions about flexible work or you feel you have been treated unfairly in trying to access flexible work, talk to your PSA/CPSU NSW delegate.

You can also contact the PSA/CPSU NSW on 1300 772 679 for advice.

'Flexible leave allows employees to better manage the demands of being carers'

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'Flexible working has broader benefits for the employer, employee, customers and society generally.'