

## Proposed flex changes

The PSA is currently in discussions with Sydney Living Museum (SLM) regarding your flex agreement. We request your feedback regarding these proposed changes.

Sydney Living Museum (SLM) is proposing to shift employees onto the State Archives and Records (SARA) flex agreement.

Below are the main differences between the current SLM flex agreement, and the proposed SARA flex agreement.

**We are aware that the proposed Bandwidth and Core Time changes are of particular concern to PSA Members.** Do you disagree with changing Bandwidth and Core Time? Does the current Bandwidth and Core time support caring arrangements, perhaps with children or a family member? We need to hear from you regarding this.

**The PSA seeks your feedback by Thursday 13 May 2021 7pm.** Please email Davis Murphy at [Dmurphy@psa.asn.au](mailto:Dmurphy@psa.asn.au).

Feedback will be kept anonymous and raised in a collective manner.

Provision	Column A: Current flex clause	Column B: proposed flex clause
	<p><b>SLM</b></p> <p><b>(Historic Houses Trust of NSW Flexible Working Hours Agreement May 2003)</b></p>	<p><b>SARA</b></p> <p><b>(Department of Planning and Environment Flexible Working Hours Agreement 2016)</b></p>
<p><b>Bandwidth</b></p> <p>The time between the earliest permissible starting time and the latest permissible ceasing time.</p>	<p>7:30am-7:00pm</p> <p>Maybe varied by agreement with the appropriate Director</p> <p>Clause 7</p>	<p>7:00am-6:30pm</p> <p>Maybe varied by agreement with the appropriate Director/Executive Director</p> <p>Clause 10</p>



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<p><b>Core Time</b></p> <p>Core time is that period of the working day when all employees are required to be on duty unless on lunch break or approved leave.</p>	<p>10:00am-3:30pm</p> <p>Clause 8</p>	<p>9:30am-3:30pm</p> <p>Clause 11</p>
<p><b>Flex Leave</b></p>	<p>Up to 1 full day (or 2 half days) each settlement period</p> <p>Clause 13</p>	<p>Up to 2 full days or 4 half days each settlement period (or any combination not exceeding 2 full days)</p>
<p><b>Banking of Flex Leave</b></p> <p>Banked days are flex days that have been unable to be taken during the flex period and have been “banked” to be taken at a later time</p>	<p>May bank between 1-5 days in a settlement period</p> <p>Banked days must be taken during the same 13 months period as accrued</p> <p>Banked flex must be exhausted prior to taking time in lieu, annual or extended leave or LWOP</p> <p>Clause 14</p>	<p>Up to 2 flex days may be accrued and banked per settlement period</p> <p>(flex leave may only be banked where the time was not used – eg. if an employee takes a flex day, they can only then bank 1 day. Flex used and banked combined cannot exceed 2 working days each settlement period)</p> <p>Clause 16</p>



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<p><b>18. Accumulation and Carry over</b> <b>(full &amp; part time employees)</b></p> <p><b>Time Credit</b> is the amount of time worked in a settlement period, which exceeds the contract hours.</p> <p><b>Time Debit</b> is the amount of time, below the contract hours, not worked in a settlement period.</p> <p><b>Carry-Over</b> is the amount of credit or debit that may be carried over into the next settlement period.</p>	<p>Where workload demands result in a Flex Credit above one hundred and fifty-seven (157) hours the staff member may bank days in blocks of seven hours from their excess credit.</p>	<p>Extra hours may be banked if flex time was unable to be utilised during the period. Can be banked in half or full day increments</p>
<p><b>Recording of Hours</b> <b>(SLM Agreement)</b></p>	<p>Computerised recording sheet</p> <p>On a daily basis</p> <p>Must be submitted within 1 week of the end of the settlement period</p> <p>Clause 15</p>	<p>Recorded on SAP system</p>





25 March 2021

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The PSA is your voice in the workplace – **join the PSA today at [www.psa.asn.au](http://www.psa.asn.au)**.

