

### Guidelines

#### For supporting continuing and fixed-term staff working from home, and support with children's home learning

To support our staff to balance both working from home and supporting children learning from home, the University has numerous workplace flexibility options available to staff and each option will be dependent on personal circumstances.

The University has developed the guidelines and resources below to ensure that the flexibility options available are easily accessible and in accordance with the *Federation University Australia Union Enterprise Agreement Academic and General Staff Employees 2019-2021* and *Federation University Australia TAFE Teaching Staff Agreement 2019*.

**Please note:** It is important we all work together in exploring flexibility options to identify the most appropriate arrangement (and implications), and that staff are aware of the options available. Managers will assess the relevant flexibility option on a case-by-case basis, taking into account personal circumstances.

Flexibility options	Comments	Enterprise agreement		Resources
		Academic and General Staff	TAFE Teaching Staff	
<b>Local flexibility arrangements</b>	<ul style="list-style-type: none"> <li>Consider changes to normal work hours ensuring you are working your contracted hours across an increased span of hours:               <ul style="list-style-type: none"> <li>Professional, Administrative, Clerical and Computing and Technical employees 8:00am - 6:00pm,</li> <li>Trades and Services 7:00am - 7:00pm and</li> <li>UniSports employees 6:00am - 9.30pm) at a maximum of 36.75 hours per week.</li> </ul> </li> <li>If you can only work part of your contracted hours, consider an alternative flexibility option.</li> <li>Ongoing discussions are occurring as to what a process could be given the circumstances of COVID-19 to enable staff to possibly work different hours outside the span of hours to help with flexibility at this time.</li> </ul>	Clause 21	Ordinary span of hours between 7:00am and 7:00pm Monday to Friday	Record of hours to be maintained by the staff member and reviewed regularly by the manager/supervisor.

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<b>Short-term change to time fraction</b>	In line with personal circumstances and commitments, consider reducing the number of hours you work per week.	Clause 3.14	Option following discussion with supervisor and appropriate adjustments to work plans.	<a href="#">Payroll Costing Change Form (Change of Time Fraction or Cost Centre) (docx, 102kb)</a>
<b>Purchased leave (46/48/50/52)</b> available to full-time academic and general staff	<ul style="list-style-type: none"> <li>Enables a reduction in your current working year by multiples of 2 weeks (up to a maximum of 6 weeks), with salary proportionally reduced to fund additional paid leave over a 52 week period.</li> <li>This flexibility arrangement is subject to annual review and approval by the University.</li> <li>Leave will need to be taken in the 52 week cycle.</li> </ul> <p>This may have superannuation implications and therefore recommend contacting Human Resources prior to selecting this flexibility option.</p>	Clause 30	N/A	<p>Workflow documentation to be sent to Human Resources and include a request from the staff member with dates when purchased and accrued leave will be utilised and approval from the manager prior to processing occurring.</p> <p><a href="#">Download the calculator to view the effect purchasing leave will have on your salary (xlsx, 49kb).</a></p>
<b>Annualised hours</b> available to part-time general staff on a continuing or fixed-term basis	<ul style="list-style-type: none"> <li>Consider this type of flexibility if annual patterns of work tend to fluctuate over the year to reflect the needs of your work and the time your work is required to be completed in.</li> <li>In most cases, staff will be engaged to work a specific number of ordinary hours and will receive their normal rate of pay over a 52 week period and entitled to paid leave for the balance of the year.</li> <li>This arrangement may not be considered if the work area forms part of a frontline customer service team that works on a roster basis e.g. Library Services.</li> </ul>	Clause 31	N/A	<p>Workflow documentation to be sent to Human Resources and include a request from the staff member and approval from the manager prior to processing occurring.</p> <p>An <a href="#">annualised hours calculator (xlsx, 209kb)</a> is available to record hours worked and must be maintained by the staff member with regular review from the manager.</p>

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<b>Special leave – COVID-19</b>	<ul style="list-style-type: none"> <li>This special leave is a one-off payment of up to five working days (pro-rata for part-time staff). This can be taken as a block or individual days.</li> <li>If you are unable to work from home due to the nature of work.</li> <li>It may also be used towards directed self-isolation for staff members that have returned from overseas.</li> <li>If you are unable to work part of your normal hours, rather than applying separately, you are encouraged to apply for leave when a full day is accrued.</li> </ul>			
<b>Access to leave Annual leave</b>  staff other than casual staff or those on annualised hours	<ul style="list-style-type: none"> <li>Consider utilising your accrued leave to assist with your personal circumstances and required flexibility.</li> <li>Staff with excess annual leave may be directed reduce leave down to 30 days.</li> <li>Leave may be used for part or full days of leave and will be paid at full pay.</li> </ul>	Clause 48	Clause 34	<a href="#">Apply through ESS</a>
<b>Long service leave</b>	<ul style="list-style-type: none"> <li>Following seven years of service, a staff member may utilise this leave type as a full day or a block period on either half or full pay. The six month notice period has been temporarily relaxed to provide staff flexibility with the COVID-19 circumstances.</li> <li>Staff with balances of 20 weeks or more may be requested by the University to reduce current balances to an acceptable level.</li> </ul>	Clause 51	Clause 39	Completion of the <a href="#">Employee Leave Form (docx, 104kb)</a> to be approved by staff member's manager and forwarded to Payroll for processing.

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Leave without pay	<ul style="list-style-type: none"> <li>This flexibility option would normally be selected where other types of leave have been exhausted.</li> <li>To be eligible the staff member's annual leave must be accessed before leave without pay can be granted.</li> </ul>			<ul style="list-style-type: none"> <li><a href="#">Leave without pay policy</a></li> <li><a href="#">Leave without pay procedure</a></li> </ul> <p>A written letter to be submitted by the staff member advising of the reasons for the application in accordance with policy and procedure.</p> <p>Completion of the <a href="#">Employee Leave Form (docx, 104kb)</a> to be approved by staff member's manager and sent to Payroll for processing.</p>

### Explore flexibility and refine options on offer

Following a review of the workplace flexibility options, you should consider finding the balance between what is suitable for you personally and manageable for your work area.

Explore options that will best fit your personal circumstances which may include a combination of options that can work together to achieve the required flexibility. Be prepared to discuss your situation and possible outcomes with your manager to help explore the arrangements further. If you require advice or clarification, contact the HR Hotline on (03) 5122 6300 or via email [hr.hotline@federation.edu.au](mailto:hr.hotline@federation.edu.au) for additional information.

For managers, staff members may wish to discuss how various flexible working arrangements might impact their career and any job issues that may arise. Remember, it can be daunting or difficult for some staff to raise topics such as these with their managers, particularly when it relates to seeking work changes for family or health reasons. Please contact the Manager's Support Line on (03) 5327 9530 or via email [manager.hrsupport@federation.edu.au](mailto:manager.hrsupport@federation.edu.au) for further clarification or advice as to how to facilitate these conversations or additional support and information including employment conditions.

### Develop a plan and put it into action

A written plan can be a useful tool to ensure that you and your manager are clear on what each party is seeking with these flexible arrangements. The goal for everyone is to develop workable outcomes.

For managers, you should consider the options that your staff member has proposed and raise any concerns that you have regarding the effect the proposed changes will have and your ability to accommodate them. If the flexible arrangements have been thoroughly considered, taking a broad view, and as a manager you are considering refusing a request, you should seek advice from your relevant HR Business Partner before making a final decision, particularly in relation to advice about interpretation of staff access to entitlements under awards, enterprise agreements and policies

Once the proposed plan has been worked through to a satisfactory conclusion, the arrangements must be actioned by the agreed date. Review the final details with Human Resources before the new arrangements are implemented to ensure that formal arrangements are documented if there is to be any change to the employment conditions. Human Resources may be required to prepare a contract variation to implement these condition changes. These will be subject to review to ensure that these arrangements are working for both the staff member and the work area.

## Review the arrangements

The aim of reviewing flexible work arrangements is to ensure that both managers and staff members have practices that meet their needs, and that the arrangements are agreed. Generally there are three outcomes that need to be considered and confirmed:

1. **There will be no change** – in this case, new dates for the period of time and the next review date will be agreed.
2. **The arrangements will finish, and the staff member will revert to the original work mode.** These will need to be communicated with Human Resources and what the next stages of the process entail.
3. **Individual or workplace needs will have changed and necessitate new arrangements.** This will include a revision of the arrangements and consideration of new circumstances.

## Questions

Contact Human Resources on (03) 5327 9756 or via email [hr@federation.edu.au](mailto:hr@federation.edu.au) for further information