

POLICY

Policy Title: Flexible Working Hours

Policy Owner: Director Human Resources Services Centre

Keywords: 1) Flexible 2) Working Hours 4) Working Arrangements

Policy Code: PL121 [hr006]

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1. INTENT

To assist and increase awareness of flexible working arrangements that may be applied, and to provide support and guidance to employees making such requests, and to line managers responsible for considering such requests.

2. ORGANISATIONAL SCOPE

All ECU employees including eligible casuals.

3. DEFINITIONS

TERM	DEFINITION
Flexible Working Arrangement	A written request by the employee to change their working arrangements.
Individual Flexibility Arrangement	An agreement between the employee and the University permissible under the Fair Work Act 2009 (Cth), as amended from time to time, to vary the effect of a term(s) of the Industrial Instrument.
Industrial Instrument	Edith Cowan University (ECU) Enterprise Agreement 2017.
Line Manager	The person authorised with management responsibility for the employee.
National Employment Standards (NES)	Means the National Employment Standards (NES) as contained in sections 59 to 131 of the Fair Work Act 2009 (Cth), as amended from time to time.

Reasonable Grounds	Means the reasons provided by the Line Manager for refusing a Flexible Working Arrangement request, and may include those ground(s) defined within the Fair Work Act 2009 (Cth) as amended from time to time
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4. POLICY CONTENT

- 4.1 An employee may request a flexible working arrangement in accordance with NES, the Industrial Instrument where relevant, and this Policy.
- 4.2 Dependent upon the employee's particular circumstances, generally a flexible working arrangement request may not be made unless the employee has completed at least 12 months of continuous service with the University.
- 4.3 A casual employee may make a request where they have been engaged by the University on a regular and systematic basis for at least 12 months immediately before making the request, and have a reasonable expectation that this will continue.
- 4.4 Examples of flexible working arrangements may include, changes in hours of work; changes in patterns of work; changes in location of work; and, pre-retirement contracts. The types of flexible working arrangements that may be available are outlined on the ECU Flexible Working Arrangements webpage.
- 4.5 Prior to making a request an employee is encouraged to discuss their request and particular circumstances with their Line Manager, so where possible an arrangement that balances both their needs can be explored.
- 4.6 A request to change a working arrangement may be agreed where it is practicable and services to students, employees and customers can be effectively maintained.
- 4.7 A request must be made in writing and set out details of the change sought, any applicable timeframe for the change, and reasons for the change.
- 4.8 The Line Manager must consider the written request, and provide the employee with a written response within 21 days. The response will state if the request is granted in full or part, or refused on reasonable business grounds. Where a request is refused the written response will include the reasons for the refusal.
- 4.9 Where agreed a flexible work arrangement must be documented including the timeframe for the arrangement, if applicable.
- 4.10 Nothing in this policy or guidelines to this policy prevents the employee and University in entering into an Individual Flexibility Arrangement, to vary one or more of the matters listed within the respective section of the Industrial Instrument.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible:

The Director Human Resources has overall responsibility for the content of this policy and its operation in ECU.

The Executive Deans and Directors will be responsible for ensuring the process for considering requests for a flexible working arrangement is done in a consistent manner and in accordance with this policy.

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 The policy is supported by the following:

- [Flexible Working Arrangement Guidelines – All Staff](#)
- [Flexitime Guidelines – Professional Staff](#)
- [Time Off In Lieu \(TOIL\) Guidelines – Professional Staff](#)
- [Leave Policy](#)
- [Responding to the impact of Domestic and Family Violence Guideline](#)
- [Parental Leave Policy](#)
- [ECU Enterprise Agreement 2017](#)
- [Flexible working arrangements webpage](#)
- [Pre-Retirement Guidelines](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources
All Enquiries Contact:	Manager Safety and Employment Relations
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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	1995
Date last modified:	30 May 2018
Revision History:	<ul style="list-style-type: none"> • 29 November 2005 – HEWRRs Compliance • July 2009 – Amended to comply with University Guidelines re drafting of policy documents • 04 December 2013 • September 2017 – Amended to remove Faculty • 30 May 2018 – Amendments agreed to align policy with Edith Cowan University Enterprise Agreement 2017 • 29 May 2019 – Link to Pre-Retirement Guidelines added
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