

Flexible work practices

INFORMATION FOR SUPERVISORS AND STAFF

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1. Equal Opportunity in Employment at ANU

The Australian National University has an express commitment to equality of opportunity as stated in the ANU Equal Opportunity Policy. The university provides specific flexible workplace initiatives and policies designed to enable equal opportunity for staff members, enhance staff's well being and support the needs of its diversity of staff. Flexible work practices are also used to attract and retain high quality staff many of whom have a range and diversity of work and life priorities.

The University's commitment is supported by the ANU [Work and Life](#) policy which states:

'As a flexible and family-friendly organisation, the University recognises that its staff have responsibilities and commitments extending beyond the University. The University is aware that these responsibilities and commitments can have a significant impact on employment opportunities and is committed to providing an accessible, supportive and flexible environment for all staff.'

In addition to equity policies supporting flexible work, ANU has incorporated within the [Enterprise Agreement](#) two specific types of flexible working arrangements. Clause 22 explains the flexible working arrangements which 'allow staff members and the University to vary hours and patterns of work to meet the teaching, research and administrative priorities of the University and the staff members' personal commitments, taking into account the operational requirements of the work area'. [Clause 7](#) in applying to other employment conditions enables further workplace flexibility for the prevention of discrimination.

Note: where application for flexible work practices are from a staff member with a disability or with family/carer responsibilities, refer to the information in the Equity Resource on Disabilities and Carers.

2. What are flexible work practices?

Flexible work practices are non-traditional work arrangements that allow staff to remain productive and still meet the employers' work needs. While flexible work practices are required for specific equity groups, as defined in the disability and family/carer legislations, flexible work practices are also offered to staff to assist them in managing priorities in their work and personal lives. Staff may have differing priorities in their personal lives which they accommodate within the work priorities. These priorities can include undertaking study (apart from approved University study leave); sporting, community service and cultural endeavours; travelling overseas; need to accompany partner or children for a specified period of time out of the region; health and disability needs; as well as carer and family responsibilities.

1. [Part-time](#) employment means employment of less than the standard hours per week. A part time general staff member will either:
 - (a) work a regular pattern of hours which totals less than the full time hours in a pay period;
 - (b) have a regular pattern of employment which, (over a specified period) is equivalent to an agreed number of part time hours in a pay period, for which the staff member will be paid accordingly; or
 - (c) involves agreed periods of attendance on full pay and periods of stand-down without pay.
2. [flextime](#) which is an arrangement whereby a staff member may, with the approval of his or her supervisor, start and/or finish work at flexible times normally within the span of hours;

3. [non-prescribed flexible working arrangements](#) which are worked outside the span of hours, that may not attract overtime or shiftwork penalties

The [Enterprise agreement](#) also outlines the University's commitment to providing staff with flexible leave arrangements. This allows access to paid and unpaid leave for a range of purposes to support personal needs of staff and the operational requirements of the University. Leave arrangements which assist flexibility include:

1. [leave without pay](#),
2. [leave at half pay](#)
3. [the time](#) when leave is taken
4. [purchasing of extra annual leave](#) in accordance with University policy.

3. Flexible work practices currently available at ANU

There are a flexible work practices currently available or practiced at ANU. Some are listed in the ANU Enterprise agreement with other flexible work practices outlined in policies and procedures. These include:

- options for [part-time work](#), refer to application for [Hours Pattern, Application to change](#);
- flextime refer to the [Enterprise Agreement](#);
- non-prescribed flexible working arrangements refer to the [Enterprise Agreement](#);
- flexibility in the taking of paid and [unpaid leave](#);
- flexibility in roster arrangements or break times, refer to application for [Hours Pattern, Application to change](#);
- working from home;
- [Time release upon return to work](#) for the birth mother of the child; and
- working fewer hours each day, or working hours over fewer days refer to application for [Hours Pattern, Application to change](#)

Leave provisions which can enable flexible work include:

- a) leave without pay [Procedures](#)
- b) [leave at half pay](#)
- c) Additional annual leave [purchased](#)
- d) [annual leave](#)
- e) [Cultural leave](#)
- f) [Other compassionate or appropriate grounds](#)

4. Considerations

Superannuation

Where work hours are reduced a staff member is strongly advised to seek advice on the impact of a reduction in their work hours upon their superannuation contributions and entitlements.

Occupational health and safety

Where working from home is approved, advice on occupational health and safety in the home workplace is required.

Staff training - Managers and supervisors

Managers and supervisors play a critical role in managing flexible work practices. Practical training and resources are provided on how to implement and manage flexible work practices.

Staff training - Negotiating flexible work practices

Staff training can be provided on how to negotiate with your supervisor flexible work practices

Caveat

This information is provided as guidance and must be read in conjunction ANU policies and procedures recognising the relevant external legislative requirements. Requests for changed workplace arrangements are considered in terms of the staff member's needs, the inherent requirements of the job and the organisational needs. Where the request pertains to the staff member's family/carer responsibilities or their disability, refer to the web site Equity@ANU Resources on Family/carer and disabilities.