

# Flexible Working Arrangements Policy

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## Document

<b>Document Name</b>	Flexible Working Arrangements Policy (GC)
<b>Brief Description</b>	This Policy outlines the regulation and process of flexible working arrangements for Ongoing Griffith College Staff and Casual Teaching Staff.
<b>Responsibility</b>	College Director and Principal
<b>Initial Issue Date</b>	05/02/2010
<b>Authorising Body</b>	Management Committee

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
30/01/2019	2	Policy changes prior to December 2019 are found on H drive.	College Director and Principal

## Related Documents

Name	Location
QIBT Employee Collective Agreement	<a href="#">Policy HUB</a>

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# 1 Purpose and Scope

## 1.1 Introduction

This Flexible Working Arrangements Policy sets out the approach of Griffith College relating to the regulation and process of flexible working arrangements.

## 1.2 Purpose

The purpose of this Policy is to confirm that the Company is compliant with the [National Employment Standards](#) (NES) and provides the minimum standards of flexible working arrangements regarding Ongoing Griffith College Staff and Casual Teaching Staff.

## 1.3 Scope

This Policy has been prepared in accordance with the NES and the [QIBT Employee Collective Agreement](#). It therefore sets out how the Company complies with relevant legal standards and regulations regarding flexible working arrangements.

# 2 Policy Statement

## 2.1 Ongoing Griffith College Staff

Ongoing Griffith College staff may apply for flexible working arrangements. For the purposes of this policy, flexible working arrangements are taken to include changes in hours of work, changes in patterns of work and changes in locations of work.

## 2.2 Casual Teaching Staff

Casual teaching staff are provided the flexibility to specify their availability (including number of hours) each Trimester, prior to class timetabling. Teaching staff must deliver all classes and consultation time on-site, face-to-face with students. However, other associated work (e.g. marking, preparation) may be completed in a location of their choice. The parameters of casual teaching arrangements are generally not able to be varied, and therefore, casual staff need only apply in particularly atypical situations.

## 2.3 Regulation

The NES applies to all staff at Griffith College.

The minimum standards provided for under the NES enables employees in the following situations to apply for flexible working arrangements:

- Employees with caring responsibilities;
- Employees who are parents, or guardians, of child/ren that are school age or younger;
- Employees with disability;
- Employees who are 55 years or older;
- Employees who are experiencing family violence or who are caring or supporting a family or household member who is experiencing family violence.

The employee must have completed 12 months of continuous service immediately prior to making the request. Casual employees must have been engaged on a regular and systematic basis, for at least 12 months prior to making the request and they must have a reasonable expectation of a continuing engagement.

The [QIBT Employee Collective Agreement](#) also provides:

- Any staff member HEW Level 8 and below (i.e. not limited to the above NES situations), are eligible to participate in flexible working hours. For greater detail, please refer to the "Flexible Working Hours" clause in the Employee Collective Agreement.
- Any staff member (i.e. not limited by the NES situations or HEW level), may be given approval to work from home. For greater detail, please refer to the "Home Based Work" clause in the Employee Collective Agreement.

*NB: While HEW Level 9 and senior staff are not eligible to participate in the flexible working hours arrangements under the [QIBT Employee Collective Agreement](#), they would remain eligible to apply for conditions as provided under the NES.*

## 2.4 Process

All requests must be submitted in writing, setting out the details of the change sought and the rationale for the change. The request must be addressed to the employee's supervisor. An email is a method of submitting a request.

Griffith College will respond, in writing, to all written requests within 21 days, indicating the outcome of the request. Requests may only be refused on reasonable business grounds. If Griffith College refuses a request, the reasons for the refusal will be included in the written response. If Griffith College approves a request, the parameters of the agreement will be confirmed in the written response.

During the 21 day period for response, the supervisor will table the request at the Executive Committee. The Executive Committee does not have the authority to approve or deny the application, however, the nature of requests and decisions are circulated to ensure that equitable decisions are made across the College. The Director of the relevant Department has the authority to approve, in consultation with the Executive Committee.

All approved arrangements will be in place for an agreed period of time (e.g. three months). At the end of the approval period, a review must be undertaken to ascertain whether the circumstances continue to work well for both parties. If it is agreed to continue a new approval, in writing, including any amendments to the parameters and a new period of time, will be supplied by the supervisor. If the agreement is terminated, this will be confirmed in writing, including the reasons for discontinuing. If Griffith College is the terminating party, reasonable business grounds must be the basis for the decision.

## 3 Relevant Legislation

Griffith College is required to comply with a range of legislation and regulation both at a state and a federal level. Policies and procedures developed within Griffith College are done so in accordance with the legislative framework within which the College operates. Griffith College has a responsibility to satisfy state and federal legislation and regulation including, but not limited to:

- [National Employment Standards](#)