

Flexible Work Arrangement

Policy No:	HR-015
Adopted By:	Chief Executive Officer
Date Adopted:	14 January 2025
Review Date:	January 2028
Version No:	1
Responsible Officer:	HR Manager

Purpose

The purpose of this policy is for Murweh Shire Council's (Council) approach to flexible work/ working from home and provide the key principles and requirements for leaders, teams and employees to manage flexible work arrangement. Arrangements may be suitable for certain positions and circumstances but may not be possible for all positions. These arrangements must align with Council's needs and not adversely affect other employees.

Employees can apply for flexible work or work from home, but Council reserves the right to refuse if deemed inappropriate.

Commencement of Policy

The policy will commence on adoption by the CEO. It replaces all other policies (whether written or not). Council may amend this policy by resolution.

Application

The policy applies to all employees of Murweh Shire Council. It does not form part of any employee's contract of employment.

Flexible work arrangements may be offered to full-time, part-time, and casual employees where appropriate.

Policy

1. Types of Flexible Work & Work from Home Arrangements

While flexibility in all forms may not be possible in all locations, departments or positions, managers are encouraged to enable flexibility where it is possible, assuming the Council needs can be met.

Flexible work 7 work from home arrangements may include, but are not limited to, the following options;

- **Flextime:** A full-time work schedule with start and stop times that are different from those of the standard workday (i.e. the hours that the organisation is open for business). Employees on a flextime schedule may be required to work certain core hours every day.
- **Remote Work:** Employees may be permitted to work from home or another remote location on a part-time or full-time basis, depending on the role and operational needs.
- **Compressed Workweek:** Employees may work longer hours on fewer days, for example, four 10-hour days instead of five 8-hour days, to provide additional time off.
- **Part-Time Work:** Employees may request to reduce their weekly hours, with approval based on operational requirements.
- **Work from Home:** Where a temporary working from home arrangement is approved the arrangement will involve an employee and the relevant manager agreeing on the number of hours or days that the employee can spend away from the office. These arrangements will be subject to a periodic review.

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- **Unplanned work from home arrangements:** Where an employee has an unplanned need to work from home for a partial day, or a full day, they must obtain written approval from their manager.

2. Eligibility Criteria

Employees who wish to request flexible work & work from home arrangements must meet the following criteria:

- **Role Suitability:** The nature of the work must allow for flexibility (e.g., administrative and office-based roles). Frontline positions that require physical presence (e.g., public works, customer service, etc.) may not be eligible for flexible work arrangements.
- **Performance Standards:** Employees must have a satisfactory performance record.
- **Service Requirements:** Employees should typically have completed a minimum of 12 months of continuous service with Council before being eligible to apply for flexible work arrangements.
- **Operational Impact:** The arrangement must not negatively impact the employee's work team, or the public services provided by the Council. Supervisor's will assess the potential impact on service delivery before approval.

3. Requesting a Flexible Work Arrangement

Employees who wish to request a flexible work & work from home arrangement must submit a formal request including reference to the following;

- The type of flexible work arrangement being sought (remote work, flextime, work from home, compressed workweek, etc.).
- The proposed schedule or arrangement (e.g., specific days or hours for remote work, core hours for flextime).
- A brief explanation of why the arrangement is being requested and how it will be managed.
- Any adjustments required for work equipment, technology, or support.
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Requests will be considered on a case-by-case basis. Supervisors will discuss the request with the employee, assess the impact on Council operations, and make a recommendation to HR.

4. Approval Process

The employee's supervisor will assess the impact of the proposed arrangement on service delivery, team collaboration, and work performance. The supervisor will then consult with HR and other relevant departments, as necessary.

A new flexible work arrangement may be implemented on a trial period of 2-3 months to assess the effectiveness of the arrangement. The trial period will be reviewed at regular intervals to ensure that it is working for both the employee and the organisation and to determine whether the proposed flexibility will be implemented on a longer-term basis.

Employees will be notified in writing of the final decision. If an arrangement is denied, the reasons will be provided, and the employee may be encouraged to submit a revised request if applicable.

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5. Key Responsibilities

Employee Responsibilities

- Maintain agreed-upon work hours and meet performance expectations.
- Ensure the work environment (whether at home or remotely) is safe, productive, and free from distractions.
- Stay accessible during agreed-upon core hours and communicate any changes to availability promptly.
- Designate a specific workspace (e.g., a study or a designated area of a room).
- Ensure the “Home Office” has a desk and sufficient space to perform work.
- Maintain the Home Office and related areas (entrance, bathroom, kitchen) in a safe condition.
- Allow Council-appointed persons to conduct safety inspections.
- Take reasonable care for their own health and safety and that of others entering the home office during work hours.
- Notify Council immediately of any changes in working conditions or health and safety risks.
- Report accidents or injuries immediately and fill out an Incident Form.
- Employees can request additional equipment in writing to their manager.
- Employees working from home may be required to attend work occasionally. Even on designated work-from-home days, employees may need to come in for: Staff meetings, emergencies, training, other work commitments.

Supervisor Responsibilities

- Assess the feasibility of flexible work requests based on operational needs and team requirements.
- Provide guidance and support for employees working under flexible arrangements.
- Monitor and evaluate the effectiveness of flexible work arrangements, ensuring that employees maintain productivity and service delivery standards.
- Ensure that regular communication is maintained between employees and the team.
- Council provides necessary equipment for employees to work from home.
- Council reimburses work-related telephone calls.

HR Responsibilities

- Provide guidance on the flexible work arrangement policy and assist employees and supervisors in the application process.
- Keep records of flexible work arrangements and any associated agreements or changes.
- Ensure compliance with relevant workplace laws, including occupational health and safety (OHS) requirements.

6. Changing or Ending Formal Flexible Work & Work from Home Arrangements

If the arrangement is not working for the employee or Council, the flexible work & work from home arrangement may be modified or revoked. The employee or supervisor should make every effort to provide notification of at least thirty days prior to ending the arrangement.

Depending on scheduling and work distribution requirements, a supervisor may require that more than thirty days notification be provided by an employee to begin or end flexibility. The employee should be advised of any such requirement.

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Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

Definitions

Employee” - an employee is a person who is hired by the organisation to perform specific duties to tasks.

“Flextime” - also known as flexible working hours, is a system that allows employees to choose their work hours within certain limits.

References

- *Local Government Act 2009*

Version Control

Version No.	Date	Approved	Amendment
1.0	dd/mm/yyyy	[officer name]	[brief description]

Approval

Chief Executive Officer	Bruce Scott		
Date:	14/01/2025	Signature:	