

## PURPOSE

To provide guidelines and processes to accommodate flexible work requests of staff in a manner that ensures the effective operation of the school program.

To ensure flexible work options are granted on a fair, reasonable and equitable basis, Rowville Primary School will follow the legislative requirements in the Fair Work Act 2009, the Victorian Equal Opportunity Act 2010 and the Victorian Government Schools Agreement 2017.

## DEFINITION

Flexible work options are arrangements between an employee and employer that meet the needs of both - assisting the employee to reconcile work and family responsibilities with their school commitment to deliver quality learning outcomes for all students.

## IMPLEMENTATION

An employee may request a change in their working arrangements if they require flexibility because they:

- have responsibility for the care, of a child who is of school age or younger
  - are a carer (within the meaning of the Carer Recognition Act 2010)
  - have a disability
  - are 55 or older
  - are experiencing violence from a member of their family or are supporting an immediate family member because they are experiencing violence.
- In term three of each school year, a staff survey will be administered as a mechanism for determining staff requests for preferences for the following year including flexible work arrangement requests.
  - All requests for flexible work arrangements must be in the form of a letter that is received by the Principal by 1<sup>st</sup> October of the preceding year.
  - Time fraction changes would normally only be considered for the following year, however in exceptional circumstances a time fraction change would be considered on a case by case basis.
  - By providing early notice of the request to access flexible work arrangements, employees will be assisting the planning process for the following year.
  - All requests for flexible work will be considered in the context of enabling the school to deliver consistent and quality education.
  - The Principal will consider each request on a case by case basis and will base decisions on balancing the competing needs within the school and the education community.
  - Any variations made to a staff members work hours will be recorded in writing, with a start and end date and will be placed in the employees personal file.
  - Applications for flexible work arrangements are confidential.

## RELATED POLICIES AND RESOURCES

Vic Govt Schools Reference Guide - [http://www.eduweb.vic.gov.au/referenceguide/management/6\\_8.htm](http://www.eduweb.vic.gov.au/referenceguide/management/6_8.htm)

## EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.