

# Rowville Primary School

## Flexible Work Policy



### 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.

### DEFINITION

Flexible work options are arrangements between an employee and employer that meet the needs of both - assisting the employee to balance their work and other life commitments 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.
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- 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 option requests.
  - All requests for flexible work options must be in the form of a letter that is received by the Principal by the 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 options, 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 individually and 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 options are confidential.

### EVALUATION

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

References: Memo S321-2008

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)

This policy was ratified at School Council on 24<sup>th</sup> October 2016  
and will be reviewed in October 2017