

FLEXIBLE WORK ARRANGEMENTS - PRINCIPLES

The Northern Territory Public Sector (NTPS) provides a range of leave and flexible work options to assist employees in managing their work and personal responsibilities.

- Flexible work arrangements **are not automatic entitlements however managers are encouraged to work with employees** to consider such arrangements to benefit employees' needs, taking into account operational needs of the work unit, including the impact on all staff.
- Flexible work arrangements should include appropriate review mechanisms to ensure that arrangements continue to suit both parties.
- Regardless of what flexible work arrangement is in place, it is still a requirement that employees may be called for duty any time, or requested to work reasonable additional hours if required.

FLEXIBLE WORK OPTIONS

The following table lists a range of options for flexible work arrangements and leave entitlements. Arrangements will be subject to approval and **CEOs or delegates are required to provide reasons in writing to the employee, where a request is not approved**. In certain circumstances refusal for flexible work requests e.g. returning from parental leave, can only be refused on reasonable business grounds (refer to Cl. 48.4).

Agreement clause numbers referenced in this Information Sheet relate to the NTPS 2013-2017 Enterprise Agreement, as this agreement covers the majority of NTPS employees. However, as leave and flexible work arrangements can vary for different occupational groups, the information provided must be read in conjunction with the relevant enterprise agreement

FLEXIBLE WORK OPTIONS

Commissioner's Information Sheet

| FLEXIBLE WORK OPTION/ ARRANGEMENT | PROVISION | WHO IS ELIGIBLE TO REQUEST AS PER AGREEMENT PROVISIONS |
|--|--|--|
| <p>Flexitime Policy - Flexible Working Hours CI 48.1(a)(viii)</p> <p>Flexitime Guidelines</p> | <ul style="list-style-type: none"> • May be available to employees of any level. • Enables employees to work their stated ordinary hours within the span of hours, in a flexible manner that suits their particular circumstances and that of their work unit. • Employees may be required to be at work during certain hours eg. peak times or to ensure staff coverage, but have flexibility regarding attendance at other times, within the span of hours. • All hours worked and absences must be recorded for accrual and audit purposes. <p style="text-align: center;">Refer to the <u>Flexitime Policy</u> and <u>Timesheet template on the OCPE website</u>[link]</p> | <p>All Employees (except casuals)</p> |
| <p>Averaging Hours CI 32</p> | <ul style="list-style-type: none"> • Under this arrangement employee/s work their ordinary hours (36.75 or 38 hrs/wk) but the hours are worked within the normal span of hours and averaged over a cycle of up to 12 weeks. • This arrangement enables employees to average normal weekly hours in exchange for a 4-day week, 9-day fortnight, or one day off per month, on a regular basis | <p>All Employees (except casuals)</p> |
| <p>Time Off in Lieu (TOIL) CI 7.2 (Overtime) Schedule 1</p> | <p>TOIL may be granted in lieu of overtime payment with the agreement of the employee at the ordinary time rate</p> | <p>Refer to CI 7.1(b) Schedule 1 (except casuals)</p> |
| <p>Preferred Rostering Arrangements</p> | <p>Shift workers may discuss preferred shift rosters with their manager, although consideration must be given to operational needs, fatigue provisions and ensuring equity across a unit or agency. E.g. shift changes with other employees or swapping rostered shifts with Rostered Days Off</p> | <p>Shift Workers</p> |
| <p>Part Year Employment CI 48.1(a)(vi)</p> | <p>Employee combines periods of paid work and leave without pay, generally over a 12 month period, but could be shorter or longer and does not require Commissioner's approval.</p> | <p>All Employees (except casuals)</p> |

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| Home-based Work CI 48.1(a)(ii) | <ul style="list-style-type: none"> Employee requests to perform work from her/his home, for short or longer periods. Such arrangements may require technical or other logistical support from the agency, consideration of work health and safety (WHS) issues, or result in additional costs and may not be able to be accommodated in some areas. Employees under this arrangement are required to comply with relevant agency policies, directions, supervisory requirements, and meet reasonable WHS requirements. | All Employees (except casuals) - subject to the nature of the work & responsibilities of the work unit |
| Job Sharing CI 48.1(a)(iii) | Under this arrangement the work of a position is divided between two or more people, who each work on a part-time basis (up to 1 FTE in total). A signed job share agreement between the parties must be completed detailing the arrangement (eg. hours of duty) | All Employees (except casuals) |
| Part Time CI 42; CI 48.1(a)(iv); Det 9 of 2012 & Commissioner's Guideline 49.14(b) | <ul style="list-style-type: none"> Employees may request a change in their employment arrangement (eg fulltime to part-time) so they are able to work a different number and pattern of hours. The variation may be for either a specified period of time or ongoing basis. If an employee requests to go part time on an ongoing basis, there is no automatic right to return to full time. A part-time employee will be entitled to all conditions of employment applicable to a full-time employee, on a pro-rata basis. Employees returning to work after a period of parental leave may request part-time employment (CI 49.14(b)) – such arrangements are implemented under the Part-Time Employment provisions of the enterprise agreement (CI 42). CI 42.2 specifies that the CEO and employee will agree in writing on a regular pattern of part-time work. | All Employees (except casuals) |
| Individual Flexible Work Arrangement (IFWA) CI 45; CI 48.1(a)(i) & CI 48.4 | Matters that may vary the effect of terms of the Agreement such as those referred to in the clause, for an individual, must be approved by the Commissioner for Public Employment and implemented via a Determination or other instrument | All Employees |

FLEXIBLE WORK OPTIONS

Commissioner's Information Sheet

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| Variation to Working Arrangements for Groups of Employees CI 46 | Matters that may vary the effect of terms of the Agreement such as those referred to in the clause, for a group of employees, must be approved by the Commissioner for Public Employment and implemented via a Determination or other instrument | All Employees |
| Transition to Retirement CI 42 & 48 Determination 3 of 2013 & Commissioner's Information Sheet | Pre-retirement flexible arrangements e.g. part-time or part year employment and contracts can be negotiated for employees who wish to vary their employment arrangements in the lead up to their retirement. Determination 3 of 2013 and the Commissioner's Information Sheet refer specifically to the requirements of employees who are members of the Commonwealth Superannuation Scheme, and wish to transition to retirement. | All Employees (except casuals) |
| Short term Absences for Family & Community Responsibilities CI 48.1(a)(vii) | Recognises the importance of enabling employees to attend cultural and community responsibilities. The options available to support employees meeting these obligations include: recreation leave at half pay, purchasing additional leave, Flextime, part-time work, compassionate and carer's leave, special leave without pay or utilisation of TOIL. | All Employees (except casuals) |
| Career Breaks CI 48.1(a)(v) | An employee may request a career break through paid leave and/or leave without pay options | All Employees (except casuals) |
| LEAVE OPTIONS | | |
| Recreation Leave may be utilised at half pay CI 48.1(b)(i); CI 2 Schedule 13 | The recreation leave at half pay provisions allow an employee to utilise a period of accrued recreation leave at half the usual rate of salary and allowances, in order to double the period of leave taken. | Check agreement provisions. Not applicable to casual employees, and 92% and 96% school based admin employees |

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Commissioner's Information Sheet

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| Advanced Notice of Extended Leave Without Pay (up to 12 mths) CI 48.1(b)(iii) | This leave option enables an employee to plan in advance a period of leave without pay for any period of up to 12 months. Leave without pay in these circumstances is approved in accordance with By-law 16 Special Leave Without Pay | All Employees (except casuals) |
| Purchased Leave CI 48.1(b)(ii) & CI 3 Schedule 13 | An employee having completed 12 months of continuous service may, with the approval of the CEO, purchase additional leave of up to 6 weeks per annum. <p style="text-align: center;">Purchased Leave cannot be taken at half pay</p> | Not applicable to casual employees, and 92% and 96% school based administration employees |
| Miscellaneous Leave By-law 18 | The CEO may grant this leave to an employee for the purposes of: donating blood; as a member of a volunteer emergency service or fire brigade, to attend or participate in operational exercises & emergency operations; engaging in community service rendered necessary after a natural disaster; matters resulting from domestic, family and sexual violence; for any other purposes the Commissioner approves | All Employees (except casuals) |
| Special Leave Without Pay By-law 16 | Access to LWOP is subject to any Agency specific policies, guidelines or operational requirements and may require the employee to provide sufficient cause prior to approval. | All Employees (except casuals) |

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