



Version	Approved by	Approval date	Effective date	Next review
X.X	[to be completed]	XX Month Year	XX Month Year	Month Year
Policy Statement				
Purpose	<p>The University understands the importance of developing a workplace culture that supports the needs of a diverse workforce and enables staff to be able to integrate their work and other life responsibilities by providing a range of flexible work arrangement options.</p> <p>This policy sets out the University’s principles on flexible work options for eligible staff at UNSW.</p>			
Scope	<p>All fixed-term and continuing academic and professional staff at UNSW.</p> <p>This policy does not apply to staff who are approved or required to work overseas or interstate.</p> <p>This policy does not apply to casual staff of UNSW.</p>			
Policy Provisions				

1. Introduction

UNSW’s flexible work objective is to be a University that fosters equity, diversity and inclusion and encourages innovation in the way we work in the UNSW community. Equally UNSW is committed to making the campuses a vibrant, sustainable, safe and engaging place where students and staff can study and work.

The Flexible Work Policy operates in conjunction with the relevant provisions of [The University of New South Wales \(Academic Staff\) Enterprise Agreement 2018](#) and [The University of New South Wales \(Professional Staff\) Enterprise Agreement 2018](#).

Any arrangement must consider the legislative and industrial provisions relating to flexible work that apply to certain categories of staff as outlined in the National Employment Standards set out in the [Fair Work Act 2009 \(Cth\)](#).

2. Types of Flexible work

2.1. Flex Place – Location of work

Depending on the nature of their role, staff may choose to work from home or in an alternative work location outside the office that is both safe and productive. This may include full or partial days away from the office working from home or an alternative location (including other UNSW campuses). A ‘hybrid model’ may combine the best aspects of remote work with the benefits of offices/campus for collaboration, team-building and non-remote tasks.

2.2. Flex Schedule - Varying start and finish times

Staff may wish to have flexibility in their usual schedule of work. This may include varied start/finish times to manage commutes or caring responsibilities. Professional Staff should note that the span of hours for all positions is set out in Schedule 5 of the Enterprise Agreement for Professional Staff. Professional staff will need to ensure that they perform work within the relevant span of hours which applies to their position.

2.3. Flex Week - Compressed work week or fortnight or part-time work

A flexible work schedule provides the opportunity for staff to work in different ways for a specified period or on an ongoing basis. A compressed work week or fortnight may mean working longer hours across fewer days. Part-time arrangements may be considered for an agreed period or on a permanent basis.

2.4. Flex Role - Job sharing and Role sharing

Job and Role sharing enables development opportunities, provides options for staff who wish to gain a broader mix of skills and experience in different areas, and enables those who may wish to reduce their hours. This may include:

- A split role where staff with similar skills and experience share a role
- A role where staff with complementary skills (for example technical skills and admin skills) share a role based on work needs
- A role share where one staff member works across two functions or roles (including combining roles, filling two part-time roles or facilitating a development opportunity)

2.5. Flex Leave - Purchased leave

Staff may apply to purchase additional leave during the year with a commensurate reduction in salary across the year.

3. Principles

Flexible work is open to all staff at UNSW, noting that not all types of flexibility will be available for every role and every individual all the time. Flexible work arrangements may change or cease due to several reasons, including operational needs, in which case a manager and staff member should discuss an alternative work approach

Managers and employees should consider the viability of flexible work and have an open and constructive conversation with their staff ensuring that all relevant factors are considered including:

- The staff member's role, responsibilities and individual circumstances
- The importance of culture and community through in-person connection and maintaining a vibrant campus
- The staff members team, with all arrangements having regard to the impact on other team members, balancing the needs of the team as well as individuals
- The staff member's clients and any other relevant stakeholders
- Business requirements (including but not limited to efficiency, productivity, customer service and costs), and the work unit's ability to meet its operational objectives

4. Ongoing arrangements for flexible work and legal requirements

A flexible work arrangement that changes the number of hours a staff member works in a day and /or week, any arrangement that changes the days of work, or any change that impacts salary, leave accruals or superannation contributions will require the relevant HR approval and change confirmed in an employment contract variation.

The *Fair Work Act 2009* provides eligible staff with a right to make a request for a flexible work arrangement in certain circumstances. If a request cannot be accommodated, the manager will explain the business reason for that decision.

A staff member may also request to end a flexible work arrangement that is in place. This will need to be discussed and agreed with their manager before any changes are made to the work arrangement. Reasonable notice of up to 21 days will normally be required unless a shorter period is agreed.

Subject to any legislative obligations, if a manager decides that the flexible work arrangement needs to change, the manager will discuss this with the staff member and provide reasonable notice of up to 21 days so the staff member can make appropriate arrangements.

5. Work, Health and Safety

UNSW's policies and procedures including UNSW Health and Safety policies, procedures and duties continue to apply regardless of when or where work is performed.

6. IT, Workspace and equipment

Except where a staff member is entitled to a reasonable adjustment, costs associated with setting up a flexible and productive workspace away from campus are the responsibility of the staff member. This may include a desk, office chair and internet connection. IT equipment including access to a laptop and software should be discussed between the manager, staff member and IT. To ensure an efficient use of space, vacant workstations/areas may be allocated to on campus staff.

7. Support and Advice

A Flexible Work toolkit, procedure and training is available for all staff and provides practical advice, checklists and examples. The relevant HR Business partner, the University Diversity and Inclusion Team or the University's Equity Officers may also be contacted for further guidance and support.

Accountabilities	
Responsible Officer	Chief Human Resources Officer
Contact Officer	HR Business Partnering
Supporting Information	
Legislative Compliance	<p>This Policy supports the University's compliance with the following legislation:</p> <p><i>Anti-Discrimination Act 1977 (NSW)</i> <i>Australian Human Rights Commission Act 1986 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Discrimination Act 1991 (ACT)</i> <i>Fair Work Act 2009 (Cth)</i> <i>Workplace Gender Equality Act 2012 (Cth)</i> Work Health and Safety Act 2011 (Cth) Work Health and Safety Act 2011 (NSW)</p>
Supporting Documents	<p>The University of New South Wales (Academic Staff) Enterprise Agreement 2018 The University of New South Wales (Professional Staff) Enterprise Agreement 2018 Change of Hours Request Form (HR09) Flexible Work Toolkit HS114 Workstation Checklist Work Health and Safety - Workstations website Working Flexibly – Work Health Safety and Wellbeing Guide</p>
Related Documents	<p><i>Code of Conduct (staff)</i> Health and Safety Policy <i>Reasonable Adjustment Guidelines for Managers of Staff and Potential Staff with Disabilities</i> HS307 Hazard and Incident Reporting Procedure HS337 Health and Safety Consultation and Issue Resolution Procedure HS329 Risk Management Procedure HS432 Hazardous Manual Tasks Procedure</p>
Superseded Documents	Working from Home Agreement 2005
File Number	[For Governance Use]

Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
##	[to be completed]	[to be completed]	[to be completed]	[to be completed]

Consultation draft