

# Flexible Work Policy

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## 1. Purpose and Objective

The Heart Foundation recognises the importance of flexible working arrangements in maintaining a diverse and adaptable workforce. The Heart Foundation also recognises that the use of flexible working arrangements can assist staff in maintaining a healthy work-life balance. Accordingly, Heart Foundation will reasonably consider staff requests for flexible working arrangements.

This document outlines Heart Foundations policy

## 2. Scope / Coverage

This policy applies to all employees.

## 3. Relevant Legislation and Related Documents

Code of Conduct

Fair Work Act 2009 (Cth)

Equal Opportunity Act 2010

Carer Recognition Act 2010 (Cth)

Work Health and Safety Policy

## 4. Definitions

NIL

## 5. Policy

### 5.1 Eligibility

Consideration will be given to all requests made for flexible working arrangements, however the particular categories of employees that are eligible under the *Fair Work Act 2009* (Cth) to request flexible working arrangements are:

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Responsible person	GM Corporate Services	Scheduled review date	17 April 2017
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- employees 55 years of age or older;
- an employee with a disability;
- an employee who has the responsibility for caring for a child who is of school age or younger;
- a carer (within the meaning of the *Carer Recognition Act 2010* (Cth))
- an employee who is experiencing violence from a member of the employee's family; and
- an employee with the responsibility of providing care or support to a member of their immediate family or household, who requires care or support because they are experiencing violence from their family.

The Heart Foundation retains the discretion to consider each case separately, and on its individual merits.

All flexible work arrangements must be approved by the CEO or their delegate.

## **5.2 Types of Flexible Work Arrangements**

The range of flexible working arrangements includes but is not limited to:

- part-time work;
- part-time work after returning from parental leave;
- casual work;
- job sharing;
- variable starting and finishing times;
- working from home on either a permanent or occasional basis;
- phasing in to retirement;
- Purchased leave e.g. 48/52 and
- other arrangements reasonably proposed by employees.

### **5.3 Assessment of Requests for Flexible Work Arrangements**

In assessing any request, the Heart Foundation will take into account the facts and circumstances of each case, the operational requirements of the business and any other relevant factor, including whether:

- the proposed working arrangement requested by the employee is affordable for the Heart Foundation;
- there is the capacity to change the working arrangements of other employees to accommodate the proposed working arrangements requested by the employee;
- it would be practical to change the working arrangements of other employees, or recruit new employees in order to accommodate the proposed working arrangements requested by the employee;
- the proposed working arrangements requested by the employee would be likely to result in significant loss in efficiency or productivity;
- the proposed working arrangements requested by the employee would be likely to have a significant negative impact on customer service.

It is important to note that the above list is not exhaustive and there may be other reasons the Heart Foundation has that could be taken to be reasonable business grounds in refusing a request for a flexible working arrangement.

To assist Heart Foundation in considering an employee's request, an employee is required to make any request(s) for flexible working arrangements, using the appropriate form, available on the Beat.

### **5.4 Trial Period**

All flexible arrangements will be subject to a trial period of three (3) months to allow the employee and manager to assess the suitability of the changes, ensure effectiveness and monitor progress.

### **5.5 Agreement**

Following a successful trial period the terms of the arrangement will be documented in an agreement and signed by both parties and kept on the employee file. A copy will be provided to the employee.

## **5.6 Annual Review of Agreement**

All flexible work agreements are subject to an annual review twelve months from the original agreement.

The reason for any proposed changes to the agreement are to be provided to the employee.

## **5.7 Working from Home**

A working from home arrangement may be a structured flexible work agreement or may be an ad hoc arrangement with the prior approval of the employee's manager.

All terms and conditions of employment that apply whilst working on-site at the Heart Foundation remain unchanged and are applicable at the home-based work site. All workplace policies and procedures continue to apply.

In particular:

- The Heart Foundations Work Health and Safety and WorkCover policies are applicable. The requirement for the employee to take reasonable care for their own health & safety and notify their manager of any risks or injuries sustained at the home-based work site applies at home. If the employee is injured whilst performing approved Heart Foundation work in their designated home-based work site, they are covered by WorkCover.
- Employees working from home will set up an appropriate Out of Office email message and advise reception of their work related movements.
- Employees who work from home continue to have access to learning & development opportunities.
- Security of information, data integrity and privacy in the home-based work site shall mirror the Heart Foundations office-based policies.
- The Heart Foundations policies relating to use of its IT resources apply regardless of whether the equipment is being used on-site or whilst working from home.
- Expectations that apply at the Heart Foundation Office continue to apply when the employee is working from home. These expectations include:-
  - replication of the normal office hours of work i.e. the working day will be within the span 7.30am to 5.30pm.
  - the same quality of work is achieved

- all deadlines are met
- be contactable during working hours. It is expected that their office phone will be diverted to their mobile phone.

### **5.7.1 Special Conditions applying to ad hoc arrangements**

An employee may request to work from home on an irregular or short term basis. The approval of such requests is at the discretion of the employee's manager.

An employee must have the manager's prior approval before working from home.

## **6. Roles and Responsibilities**

### **6.1 Board**

Ensures that the Policy is in place, and is reviewed.

### **6.2 All CEOs**

Ensure that the Heart Foundation develops procedures and controls to implement the policy

Ensure that employees are aware and comply with all Heart Foundation policies and procedures.

### **6.3 Employees**

That all staff comply with the policy.

## **7. Review**

The policy is to be reviewed every two years or as determined by the National Board.

## **8. Attachments**

List any attachments.