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APPLICABLE TO	Diocese of Maitland-Newcastle Employees of all agencies and parishes
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RELATED DOCUMENTS	<p>Catholic Schools Office Code of Conduct Diocese of Maitland Newcastle Code of Conduct Integrity in the Service of the Church</p> <p>Industrial Awards and Agreements:</p> <ul style="list-style-type: none"> ▪ Amusement, Events and Recreation Award 2020 ▪ Banking, Finance and Insurance Award 2020 ▪ Children's Services Award 2010 ▪ Clerks Private Sector Award 2020 ▪ Catholic Diocese of Maitland-Newcastle, Catholic Schools Office Staff Enterprise Agreement 2019-2021 ▪ Educational Services (Teachers) Award 2010 ▪ Miscellaneous Award 2020 ▪ New South Wales and Australian Capital Territory Catholic Systemic Schools Enterprise Agreement 2020 ▪ NSW and ACT Catholic Systemic Schools Principals Multi-Enterprise Agreement 2020 ▪ Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award) <p>Legislation:</p> <ul style="list-style-type: none"> ▪ Fair Work Act 2009 (Commonwealth) ▪ Carers (Recognition) Act 2010 <p>Transition to Retirement Policy</p>

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Purpose

This policy sets out when employees can request flexible working arrangements, what kinds of flexible working arrangements may be requested, and the process for making a request.

Policy Statement

Managers will assess all requests for flexible working arrangements in accordance with this policy and applicable legislation, specifically Fair Work Act 2009 (Part 2-2 National Employment Standards).

In the event a flexible working arrangement is approved Management and the employee will collaborate on how work can be done and will aim, where reasonably practicable, to accommodate requests or find a mutually satisfactory alternative. Any agreement must meet the needs of the business, ensuring that service delivery is not compromised by the agreement.

If a request cannot be met the reasons will be provided in writing within 21 days.

Scope

This policy applies to all Employees of the Diocese of Maitland-Newcastle.

Definition

For the purpose of this Policy:

Changes to pattern of hours

A flexible working arrangement may involve a change to your pattern of hours, including your start and finish times or the days you work.

Compressed working hours

Compress regular Monday – Friday hours to provide a shorter working week.

Diocese of Maitland-Newcastle ('DoMN')

Diocese of Maitland-Newcastle means the Parishes within the Diocese and the following works:

- The Diocese of Maitland-Newcastle Catholic Schools Office;
- Catholic Schools within the Diocese of Maitland-Newcastle;
- Diocesan offices and shared services;
- St Nicholas Early Education;
- St Nicholas OOSH;
- Catholic Development Fund;
- CatholicCare Social Services Hunter Manning;
- Office of Safeguarding; and
- Development and Relief Agency

Employee

In the Diocese of Maitland-Newcastle, an Employee is considered any full time, part time or casual directly engaged by the DoMN but excludes clergy.

Employee includes those who carry out work in the Parishes within the Diocese and the following works:

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- The Diocese of Maitland-Newcastle Catholic Schools Office;
- Catholic Schools within the Diocese of Maitland-Newcastle;
- Diocesan offices and shared services;
- St Nicholas Early Education;
- St Nicholas OOSH;
- Catholic Development Fund;
- CatholicCare Social Services Hunter Manning;
- Office of Safeguarding; and
- Development and Relief Agency.

Job sharing

Job sharing is an arrangement where two employees share a job between them.

Manager

A manager is a worker with additional responsibilities including supervising workers and/or administering a service area. This includes, but is not limited to, managers, team leaders, directors, principals, assistant principals, heads of services, parish administrators and business managers.

Part-time agreement

Working less than 38 hours on a permanent basis.

Working away from the office

Regular working away from the office arrangements.

Policy Context

Requests for ad hoc/one-off flexible work arrangements may be discussed with, and approved by, your direct manager and are not required to undertake the approval process for ongoing arrangements.

Requests for flexible working arrangements must be made in writing and set out the change sought and of the reasons for the change. The written request should be submitted to your direct manager. A written response to the request will be provided within 21 days. The response will include:

- Details of the arrangement, where the request is approved
- The business grounds relied upon for the refusal and how they apply, where the request is refused
- Any alternate arrangements that can be offered.

Requests for flexible working arrangements will be considered by having regard to relevant matters including:

- Your circumstances and the consequences for you if the changes in working arrangements cannot be met;
- The working requirements of the job role;
- The resourcing implications of the proposed arrangement and the impact on business;
- Impact on students/customers/clients/key stakeholders;
- People management responsibilities;
- Impact on extended team members;
- Number of individuals working flexibly or on planned leave on a given day; and
- Available technology to enable flexible working arrangements.

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Where you have made a request for flexible working arrangements, the relevant manager will arrange a meeting with you to discuss the request.

Requests for regular/ongoing flexible work arrangements are subject to final approval by the Manager. |

Flexible working arrangements outlined in this policy will be for a maximum of 12 months and reviewed at least annually during usual performance discussions to ensure they continue to suit the needs of both DoMN and the employee.

If circumstances change at any time during the 12 month period, the flexible working arrangements can be changed or terminated at any time and the change must be made in writing. The Manager is responsible for discussing possible termination of the agreement with the employee and the relevant HR Business Partner. Termination will only be considered if the agreement is not working as anticipated and reasonable adjustments can not be made to ensure service delivery continues in an acceptable manner.

Types of Flexible Work Arrangements that will be considered are:

- Changes to pattern of hours
- Part-time agreement
- Job sharing
- Working away from the office
- Compressed working hours
- Others as agreed

Responsibilities

Head of Human Resources

The Head of Human Resources is responsible for:

- Ensuring the consistent implementation and application of the attendance standards as outlined in this policy, through:
 - provision of appropriate training and coaching and
 - regular reviews of the policy for continuous improvement purposes

HR Business Partners

The HRBPs are responsible for:

- Providing coaching and training to management and Employees on matters related to flexible working arrangements:
- Monitoring quality of application of the policy and procedure:
- Investigating any grievances:
- Dealing with third party representatives (including union representatives and return to work advisors):
- Maintaining confidentiality at all times:
- Preparing formal documentation for managers and support managers in having conversations with their Employees.

Managers, Supervisors and Principals

Managers, Supervisors and Principals are responsible for:

- Responding to the employee's application for a flexible work arrangement within 21 days as per the requirements of the [Fair Work Act 2009 \(Commonwealth\)](#)
- Understanding and managing flexible working arrangement requests and conditions in line with this policy,

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- Establishing attendance expectations and holding timely and constructive conversations with Employees regarding their ability and obligation to meet their contractual responsibilities. This includes satisfying notification and evidence requirements,
- Confidently reinforce potential consequences of non-compliance and in consultation with Human Resource Business Partners initiate the required action including informal and formal management where an Employee's behaviour does not meet the agreed standards,
- Consult with Human Resources to develop a work plan or flexible workplace agreement where applicable.

Employees

Employees are responsible for:

- Complying with the requirements of this policy and any supporting documentation.
- Meeting their contractual responsibility to attend work in accordance with their flexible work agreement.,
- Ensuring they maintain open communication with their leaders by seeking positive outcomes in cases where health and/or attendance becomes a concern and allowing ongoing touchpoints during periods of absence and
- Ensuring that they can attend personal commitments using the appropriate leave in cases where commitments cannot be schedule outside of business hours.

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