

## MANAGEMENT

### FLEXIBLE WORK OPTIONS

#### RATIONALE

Our school recognises the increased importance of flexible work options and family friendly work practices in maintaining a diverse, adaptive and high performing work force able to meet current and future educational needs.

#### AIMS

To provide a working environment that allows employees a variety of flexible work options which contribute to improved performance, productivity and morale.

#### IMPLEMENTATION

- Thomastown West Primary School values the benefits that flexible working arrangements can bring to the workplace.
- Current flexible work options can be broadly categorised as:
  - working time variation, e.g. part time, early start/early finish or compressed hours.
  - leave variation, e.g. sabbatical, leave on half pay, time in lieu.
  - location variations, e.g. working from home.
  - whole school or section approaches, e.g. scheduling meetings to provide meeting free weeks, scheduling 'professional learning at 2.30 on Tuesdays and providing a time-table of meetings/requirements early in the year.
- Employees seeking a flexible work option must do so in writing to the Principal, stipulating the arrangements of the option, commencement date, advantages for the employee, any equipment necessary (e.g. computer), proposed performance indicators and anticipated benefits or effects to the current school program
- The decision to implement a flexible work option remains with the Principal, assuming the employee is in agreement.
- When considering a flexible work option, the Principal must balance both the effectiveness of the workplace and the employee's needs. Generally, proposed flexible work options that significantly compromise the efficiency of the workplace will not be considered.
- Arrangements made must also conform to relevant legislation, agreements and awards. Not all requests for flexible work arrangements can be met.
- Priority for requests to work part time are given to staff members returning from family leave.

#### REFERENCES

1. Equal Opportunity Act 1995
2. DEECD Human Resources Flexible Work for Work-Life Balance website:  
<http://www.education.vic.gov.au/hrweb/divequity/Pages/balance.aspx>
3. Flexible Work in Victorian Government Schools Policy  
<http://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-in-Victorian-Government-Schools.pdf>