

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0439.01
Title:	Flexible Working Arrangements	
ITPNZ Standard:	4 Staff Selection, Appraisal and Development	
Chief Executive Approval	Approval Date: 15 December 2015	Effective Date: 15 December 2015
Previous Policy Number	n/a	Review Date: as required
Contact Authority:	Director: Organisational Development	Status: current

Purpose This policy outlines Otago Polytechnic's commitment to providing a flexible working environment and applies to all staff.

Statutory Compliance Employment Relations Act 2000 (Flexible Working Arrangements), and amendments
Human Rights Act 1993

Policy All staff can apply to their formal leader for flexible working arrangements at any time and there is no limit to the number of requests that staff can make.

Responsibilities

Staff – to initiate the request

Formal Leaders (Service Leaders/Heads of School/College) – to receive and consider the request, and to advise Human Resources of the outcome prior to advising the staff member.

Human Resources – to write formally to the staff member informing them of the decision, and any variation to their employment conditions.

Procedures **Requesting Flexible Working Arrangements under the Employment Relations Act**

1. Making a Request

1.1. The request should be sent to the Formal Leader to consider, and a copy to Human Resources.

1.2. The request must be in writing, and:

- a. State the staff member's name,
- b. Be dated,
- c. State that the request is being made under Part 6AA of the Employment Relations Act 2000,
- d. Specify the variation of the working arrangements requested and whether the variation is permanent or for a period of time,
- e. Specify the date on which the employee proposes the new working arrangement take effect and, if the variation is for a period of time, the date on which the variation is to end,
- f. Explain, in the staff member's view, what changes (if any) Otago Polytechnic may need to make to its arrangements if the request is approved, e.g. changes to the way the team works together, changes to the physical set up of the workplace, etc.

2. Receiving a Request

Human Resources will acknowledge receipt of the request.



3. Considering a Request

3.1. The Formal Leader will consider the request, taking advice from Human Resources where necessary, and a decision will be made no later than one month from receipt of the application.

3.2. The following considerations will be made:

- a. Whether the request is consistent with the terms of the staff member's employment agreement
- b. That the request does not impact on the following Recognised Business Grounds as listed in the Employment Relations Act 2000:
 - i. Inability to reorganise work among existing staff,
 - ii. Inability to recruit additional staff,
 - iii. Detrimental impact on quality,
 - iv. Detrimental impact on performance,
 - v. Insufficiency of work during the period the staff member proposes to work,
 - vi. Planned structural changes,
 - vii. Burden of additional costs,
 - viii. Detrimental effect on the ability to meet customer demand.

4. Approving or Declining a Request

4.1. The Formal Leader will notify Human Resources, who will write formally to notify the staff member of the outcome.

4.2. If the request is declined, the letter will include the reasons for the refusal.

4.3. If the request is approved, the letter will detail the variation to the employment conditions.

5. Appeal Process

5.1. If the staff member feels that their request has not been dealt with to their satisfaction:

- a. The staff member can indicate they would like an informal discussion between the staff member, Human Resources, and the Formal Leader to discuss the decision
- b. If the staff member is not satisfied following the discussion, they can appeal in writing to the Director: Organisational Development, outlining their reasons for the appeal and suggest possible resolution options
- c. If the staff member is not satisfied with the written response from the Director: Organisational Development, the staff member may ask for assistance from a third party. Each party may seek assistance from the Ministry of Business, Innovation and Employment, about making a formal complaint/solving the issue(s). Further information on this process is available from <http://employment.govt.nz/er/>

Referral Documents

MP0450: Enabling Offsite Work

Approved by Chief Executive
Date: 15 December 2015

