



# FLEXIBLE WORK HOURS POLICY 5.14

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# FLEXIBLE WORK HOURS

**DIVISION:** GOVERNANCE

**PILLAR:** GOVERNANCE

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**FILE / BINDER:** 3601

**POLICY STATEMENT:**

**1. OBJECTIVE**

To provide a flexible work hours system that delivers equity in employment conditions across the organisation and creates a family-friendly workplace while providing a responsive and accessible service to the Camden community.

**2. SCOPE**

All permanent full-time employees are eligible to participate in the flex time system.

Part-time employees are already considered to be employed under flexible working arrangements, however, they may participate in the flex system by negotiation with their Manager and where customer service standards can be maintained.

Temporary and contract employees may request to participate in the flex system by negotiation with their Manager and where customer service standards can be maintained.

Due to some team and work requirements and commitments, it is recognised that this policy may not have the same application for all employees

**3. RESPONSIBILITIES**

EMPLOYEES must;

- honestly and accurately record hours
- ensure that flex time accrued is necessary and productive.
- discuss excessive accrual of hours with their Manager and make arrangements to take flex leave at a mutually agreed time.
- abide by the agreed Local Area Agreement for their work area.
- work co-operatively with their team members to ensure the effectiveness of the Local Area Agreement.

MANAGERS must;

- monitor the accrual of flex time by employees.
- ensure that flex time accrued is necessary and productive
- discuss any concerns with the accrual of flex time with employees
- approve the taking of valid flex leave
- ensure that customer service outcomes are met by their teams.

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Adopted by Council: 22 February 1999  
(Reviewed & endorsed by General Manager 2 June 2010)  
Minute No: 021/99

## 4 DEFINITIONS

The following are key terms the flexible work system and are defined as follows:

- Award:** The Local Government (State) Award 2007.
- Band Hours:** The span of hours on any day within which an employee may work as part of the flex time system. Ordinary hours of work shall not exceed twelve hours in any one day exclusive of unpaid meal breaks.
- Customer Hours:** The hours set by a work team in which employees are available to meet internal and external customer needs .
- Core Hours:** The compulsory hours to be worked in a day unless approval is granted for flex leave
- Standard Hours:** For Staff employed under a 38 hour week a standard day is 7 hours 36 minutes. For staff employed under a 35 hour week a standard day is 7 hours. All public holidays, sick leave and annual leave are paid and calculated at these rates.
- For staff employed under a 35 hour week, standard hours for one settlement period will be 140 hours. For staff employed under a 38 hour week, standard hours for one settlement period will be 152 hours.
- Settlement Period:** The four week period over which calculations are made to determine the flex credit or debit carry over.
- Flex Credit:** The accumulated time worked by an employee in excess of the standard hours in a settlement period, including carry over from the previous period.
- Flex Debit:** The difference between the standard hours required in a settlement period and the total hours worked, that is less than standard hours.
- Carry Forward:** The total flex credit or flex debit accumulated in the settlement period which is transferred to begin the next period.
- Banked Days:** Full flex days which were not taken in the settlement period and have been carried over to be taken at a later date.

### Local Area

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**Agreements:** Standards that have been negotiated and agreed to within a work team outlining customer service standards and how the flex time system will operate within the work area.

**Flex Leave:** Any leave taken during defined core periods.

## **5 STANDARD AWARD REQUIREMENTS**

This policy is to be read in conjunction with the terms and conditions of the Local Government (State) Award as varied from time to time.

## **6 LOCAL AREA AGREEMENTS**

To participate in the flexible work hour's system, each work area must identify the customer service standards which will be met by their section. These standards will be developed into a local area agreement which outlines how the flex system will operate within the section or work team. Until a Local Area Agreement has been formalised, the work area cannot participate in the flexible work hour's system.

The formation of a Local Area Agreement will be a consultative process where all employees will be able to participate. All employees must agree to abide by the terms of their Local Area Agreement to participate in the flex system.

**Band Hours:** Employees can undertake work at any time from 7.00am – 7.00pm or other times by agreement in a Local Area Agreement. However ordinary hours of work shall not exceed twelve (12) hours in any one day exclusive of unpaid meal breaks in accordance with the Award. Employees wishing to work hours outside their security access must discuss with their Manager to obtain appropriate authorisation.

Band hours may be varied by agreement and will be outlined in the relevant Local Area Agreement.

**Core Hours:** Core time will be split into two core periods in any one day.  
**Core period 1** - 9.30am - 12.00 noon  
**Core period 2** - 2.00pm - 3.30pm

**Lunch Breaks:** A minimum break of half an hour must be taken, up to a maximum break of 2 hours. Longer breaks will be by negotiation between the Manager and employee..

## **7 TAKING FLEX LEAVE**

All employees are accountable to their Manager for all accrual and taking of flex time and must negotiate their flex time arrangements with their Manager on an ongoing basis.

All flex days must be planned and approved by the Manager in advance. A maximum of 2 full days, or 4 half days per settlement period is recommended as a guideline,

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however additional flex time may be taken if approved by the Manager and the conditions of the Local Area Agreement can be maintained.

All accrued flex leave must be taken prior to annual leave entitlements...

Similar to annual leave, an employee may be directed to take flex leave if an excessive amount of flex time is accumulated.

When an employee is sick on a pre-arranged flex day, the flex day cannot be converted to sick leave. Flex days can be cancelled if planned and the employee is on sick leave directly before the scheduled and approved flex day.

Personal appointments should be taken as flexi leave where possible. Sick leave is intended to be used when an employee is unable to attend work because they are sick and unable to undertake duties. Carer's leave is for support and care of identified individuals under the Award and should be used as such. However discretion by the Manager will be permitted in some circumstances.

Prior to long term leave, resignation or termination, all flex leave must be used where practicable.

Management reserves the right to review planned flex leave in extreme circumstances.

## **8 CREDITS AND DEBITS**

At the conclusion of a settlement period, employees may carry forward a maximum credit of 14 hours or debit of 7 hours. Any debit greater than 7 hours will not be permitted. and considered to be an abuse of the system.

Employees may request to accrue time in excess of 14 hours, however this must be approved by their Manager prior to the accumulation of additional flex time. A plan will be developed to ensure that the flex time will be taken at a mutually agreeable time.

## **9 BANKING FLEX TIME**

Employees can bank up to three days per annum. These days must be banked as whole days and banked in lieu of taking them during a given settlement period. Banked days are generally used during the Christmas break or attached to annual leave.

Banking is to be used preferably in times of high work load. Once banked days have been taken by the employee they cannot be replaced within that 12 month period unless by agreement with their Manager.. A 12 month period is considered to be a calendar 12 months, January to December. In the following 12 month period, an employee can not utilise the banking option until the banked days from the previous 12 months have been taken.

## **10 OVERTIME**

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Overtime is considered to be work outside of , or in addition to normal work requirements.

In most circumstances where flex time can be accumulated between the hours of 7am and 7pm, overtime should not apply unless negotiated and agreed to by the Manager.

However there will remain circumstances where overtime is required and will be paid.

## **11 RECORD KEEPING**

Employees are required to complete a standard time sheet, which is to be signed and forwarded to the Manager for approval at the conclusion of the settlement period.

Flex time sheets will be kept by the Manager as permanent records. In order for pays to be processed each week, Managers are to complete attendance records and forward them to the paymaster as per current arrangements.

Banked time is to be recorded on the flex time sheets in the space provided, indicating dates the day was banked and taken. This is to be carried forward to the new time sheet for each settlement period as an ongoing record of employees banking status.

Flex time is to be recorded as actual time worked and on a time for time basis.

An employee must work their standard hours in a day before accumulating flex leave..

## **12 ABUSE OF SYSTEM**

The flex system is based on honesty and trust and is considered to be a privilege, not a right. If an employee is found to be operating the system dishonestly, their privileges under this system will be reviewed.

An abuse under this system is considered to be any deliberate attempt to fabricate the working and recording of hours or otherwise manipulate the system to gain additional personal benefits.

Employees found to be abusing the system may have their flexible work hour's privileges suspended. The opportunity to rejoin the system will be offered at a time to be negotiated. As a guideline, exclusion for two settlement periods is considered to be appropriate.

## **13 REVIEW PROCESS**

The Consultative Committee and the Employee Relations Branch will play an active role in the review and evaluation process.

The Consultative Committee, together with Managers and Employee Relations Staff, will act as a point of reference for employees with concerns or difficulties.

Employees may refer to Council's Grievance Procedure for issues related to issues concerning flexible work hours

<b>RELEVANT LEGISLATION:</b>	<b>Local Government State Award 2007</b>
<b>RELATED POLICIES:</b>	<b>Grievance Procedure 5.23</b>
<b>DELEGATIONS:</b>	<b>N</b>
<b>SUSTAINABILITY ELEMENT:</b>	<b>N</b>
<b>STAFF TRAINING REQUIRED?</b>	<b>N</b>

**NEXT REVIEW DATE:**

**PREVIOUS POLICY**

**ADOPTED:**

**MINUTE:**

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