

FLEXIBLE WORK POLICY

Policy number	GEN106	Version	1.0
Drafted by	Secretary	Approved by Committee on	12-Jan 2022
Responsible person	House Manager	Scheduled review date	January 2023

INTRODUCTION

Goonawarra Neighbourhood House Inc. (GNH) is committed to helping its employees achieve their personal, family and relationship goals. As part of this endeavour, the organisation fosters flexibility in employment arrangements to achieve the optimum balance between work and family responsibilities for all employees.

PURPOSE

Work flexibility ensures that employees can balance work and family commitments while considering organisational needs.

POLICY

GNH will mandate best practice employment arrangements concerning

- Parental/maternity/paternity leave
- Personal/Career's/Family leave
- Bereavement leave
- Flexible working arrangements

Staff are encouraged to voice their opinions about the availability, accessibility, and application of flexible work arrangements.

The House Manager should

- become a role model for flexibility, where possible accessing flexible work arrangements themselves.
- become knowledgeable about the range of flexible options available and how to manage them.
- have the practical skills and confidence to lead a team with different working arrangements.
- track the career progression of staff who are working flexibly to ensure they have access to all training and other benefits and to ensure that they suffer no discrimination in opportunities for promotion.
- evaluate the outcomes of the arrangement and look for improvements, and
- seek appropriate training if lacking in any of the skills necessary to properly administer this policy.

Documenting agreed family-friendly provisions enables both Goonawarra Neighbourhood House Inc. and its employees to have a clear understanding of the available provisions and how they can be accessed.

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RESPONSIBILITIES

It shall be the responsibility of the House Manager and Committee of Management to ensure that the procedures specified in this policy are implemented appropriately.

PROCEDURES

Procedures and arrangements for parental/maternity/paternity leave, personal/carer's/family leave, bereavement leave, and flexible working arrangements shall be as set out in National Employment Standards contained in the Fair Work Act 2009

(https://www.fwc.gov.au/documents/legislation/download/FW_Act_vol_1.pdf),

as modified by the organisation's provision of additional entitlements in any area, outlined in the relevant industrial instrument.

DOCUMENTATION OF PROCEDURES

Family-friendly workplace provisions will be negotiated with the employee at the commencement of the position, and as requested or required thereafter.

Any provisions agreed at the outset of employment will be included in the employment agreement, and those agreed later shall be placed on the employee's file.

Family-friendly clauses in individual staffing agreements should contain information on:

- the nature of the provision (e.g., flexible hours of work)
- entitlements under the provision (e.g., a right to apply for flexible hours of work)
- eligibility criteria (e.g., primary care of a child or children under school age).

As staff and organisational needs change over time family-friendly provisions will be regularly reviewed via in-house supervision to ensure that provisions are consistent with applicable legislation and do not become outdated or irrelevant to the employee or the organisation.

Related Documents

- GEN129 Leave Policy
- Gen101 Anti-Discrimination Policy

Authorisation



Lockie Flenley

Secretary

Goonawarra Neighbourhood House Inc.



Andrew Gould

Chairperson

Goonawarra Neighbourhood House Inc.

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Goonawarra Neighbourhood House Inc. A0021521T