

<b>The Junction Club House Cairns Ltd</b>		
<b>Policy: Flexible Working Arrangements</b>		
Policy number: JQS.P6.7.		Date adopted: 9/06/2018
Authorised by: The Board		
Date last reviewed:  29/06/2021	Reviewed by:  Quality Review Panel	Date of next review:  29/06/2022
<b>Related documents:</b>		
<b>Related policies and procedures, How to Task Lists, forms, registers, or other organizational documents of The Junction</b>		
Other standards	<ul style="list-style-type: none"> <li>• National Mental Health Standards</li> <li>• The International Standards for Clubhouse programs</li> <li>• NDIS Practice Standards</li> </ul>	
Legislation or other requirements	<ul style="list-style-type: none"> <li>• Work Health &amp; Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> </ul>	
<b>Definitions</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	

## 1. Purpose

The purpose of this policy is to assist employees achieve balance between work and family by making flexible workplace arrangements that best suits them and The Junction.

## 2. Scope

This policy applies to employees who have worked with the Junction for at least twelve (12) months.

## 3. Policy statement

The Junction, as a best practice employer is committed to fostering flexibility to achieve a better balance between work and family responsibilities for all employees. Work and family flexibilities ensure The Junction and its employees balance work and family commitments while considering the service needs of the Junction.

## 4. Procedures

In accord with the National Employment Standards (NES), an employee may request a change in their working arrangements from their employer if they require flexibility because they:

- Are the parent, or have responsibility for the care, of a child who is of school age or younger
- Are a carer (within the meaning of Carer Recognition Act 2010)
- Have a disability
- Are 55 or older
- Are experiencing violence from a member of their family or provide care and support to a member of their immediate family or household, who requires care or support because they are experiencing violence from their family.

In compliance with the Fair Work Act 2009, The Junction will consider the request, and all relevant facts and circumstances in deciding whether to agree to the request. Such a request will not be refused unless it is reasonable to do so.

Circumstances that may be relevant to determining whether a refusal is or is not reasonable include:

- The nature of the employee's work and parental care or carer responsibilities
- The nature and cost of the arrangements required for an employee to fulfil their family or carer responsibilities
- The financial circumstances of The Junction
- The size and nature of the workplace at The Junction
- The effect of the flexible working arrangements on the workplace, including the financial impact on The Junction and potential additional workload on other employees
- The consequences for The Junction of having the flexible working arrangements
- The consequences for the employee of not having the flexible working arrangements.

Other factors that might be relevant in a case include:

- When the arrangements are to commence

## The Junction Quality System (JQS)

- How long the arrangements will last
- Information that has been provided by the employee about their situation
- The accrued entitlements of the employee about their situation
- Whether any legal or other constraints affect the feasibility its responsibilities such as workplace health and safety registration or award penalty rates

in addition, under the national employment standards, employee's standards, employees who have a least 12 months continuous service, with responsibility for the care of a child under school age, or for care of a child under 18 with a disability have the right to request flexible working arrangements.

Flexible working arrangements will also be considered as a form of responsible adjustments to allow people with a disability to work safely and productively. (See information on reasonable adjustments in the Equal Employment Opportunity (EEO) and Anti-bullying policy)

This right to apply for flexible working arrangements applies to all employees including permanent full-time and part-time employees, as well as casual employees regardless of role of job function.

Employees must put a request for flexible working arrangements in writing.

The Junction will provide a written response granting or refusing the request within 21 days and will only refuse such requests on reasonable business grounds. These reasons will be detailed in a formal written refusal.

### Options for flexible work practices

Flexible work options, which may be considered by the junction include

- Full-time or part-time work
- Graduated return to work (for employees returning from parental leave), e.g., the employee returns part-time and then builds up to full-time work flexible start and finish times for employees to accommodate childcare and school pick up arrangements

### Policy and procedure manual

- Flexible rostering such as split shifts
- Job-sharing- where two people or more employees share one full time position, each working on a part-time basis
- Working from home

Compressed hours-where the employee works additional daily hours to provide for a shorter working week e.g., work longer hours 4 days a week to take one day a week off.

This is not an exhaustive list, and other options may be agreed.

Employees utilizing flexible work practices will be treated no less favorably than any other employee. Flexible work is not a barrier to promotion or supervisory responsibilities.

### 5. Review processes

Policy review frequency: Annually	Responsibility for review: The Director
Review process: Director of Operations as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and Communication: All policy decisions will be documented and communicated through the Quality System Review Panel observing the Document control HTTL. Note: add version number after review.	