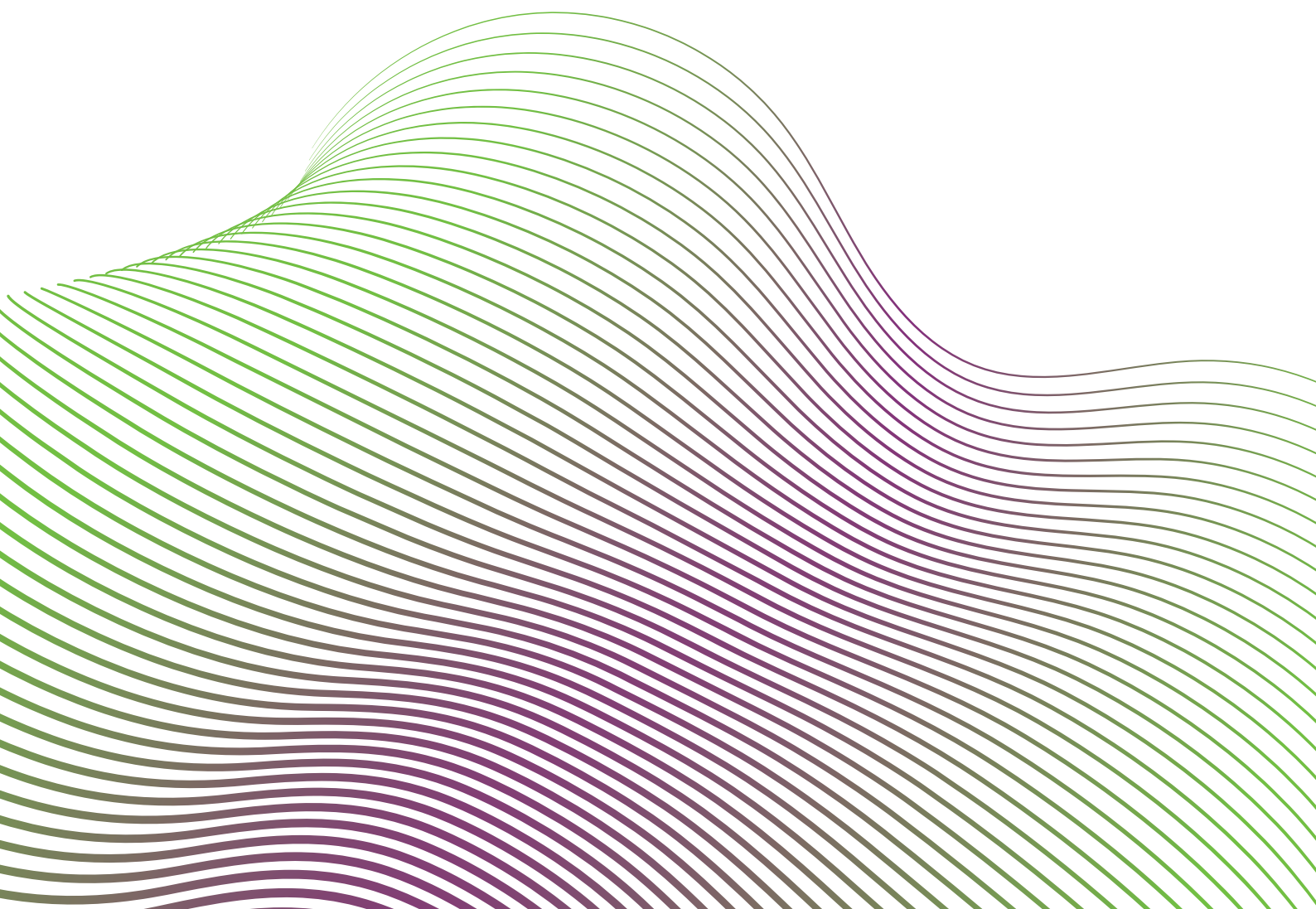


Flexible working

# Policy



# Flexible working policy

At Oranga Tamariki we're committed to recognising, and where we can, adapting to the different circumstances of our people; flexible working is one way we do this.

## Key Definitions

### Formal requests

This policy covers formal requests for flexible working arrangements, as such Part 6AA of the Employment Relations Act 2000 applied to such requests. These requests may include changes to hours of work, days of work or places of work.

### Informal requests

Informal, ad hoc requests for short term flexibility (e.g. needing to leave early to attend a family commitment with the intent of making up the time over the course of the working week) are best discussed and agreed as a team, between staff and their reporting manager.

### Reasonable accommodation

Oranga Tamariki is required to make reasonable accommodations to the work environment to meet the needs of employees, often those with disabilities, religious or ethical beliefs, and/or family commitments.

These changes should be made to ensure a person can do their work effectively and can include changes to the job practice, work environment, facilities, or equipment. We are not required to make accommodations that are 'unreasonable'. Unreasonable accommodations would impose a "disproportionate or undue burden" on the organisation. Contact myHR for advice and more information.

## Policy Statements

This policy must be read in conjunction with the provisions of your employment agreement.

The policy statements or must do requirements related to formal flexible working at Oranga Tamariki are:

- All requests for flexible working arrangements need to be made in writing to your manager. Requests need to include:
  - The date on which the request is made,
  - That the request is being made under Part 6AA of the Employment Relations Act 2000,
  - The variation of the working arrangements requested and whether the variation is permanent or for a period of time,
  - The date that the variation is proposed to take effect and, if the variation is for a period of time, the date on which the variation is proposed to end, and
- An explanation from your perspective of what changes, if any, Oranga Tamariki may need to make to organisational arrangements if the request is approved.
- On receipt, flexible working requests will be acknowledged in writing. Managers will formally respond in writing as soon as possible, but not later than one month after receiving the request.
- When deciding whether to approve a request for flexible working arrangements, a manager will take the following factors into consideration:
  - the ability to reorganise work among existing staff
  - the ability to recruit additional staff
  - the risk of any detrimental impact on quality
  - the risk of any detrimental impact on performance
  - the sufficiency of work during the periods the employee proposes to work
  - any planned structural changes
  - any burden of additional costs
  - any risk of detrimental effect on ability to meet the expectations of role or service

- Requests for flexible working arrangements that conflict or are inconsistent with the provisions of an employee's collective employment agreement must be refused under the Employment Relations Act, unless a suitable compromise is able to be found.
- All paperwork associated with a request and response to flexible working arrangements will be uploaded into the online HR system (myHR).
- When a request is approved, your manager needs to contact HR Help who will generate an employment agreement variation letter. This then needs to be offered, accepted and filed in the online HR system.
- When a request is declined your manager will write to you and tell them the ground the request is refused under the Employment Relations Act and the reasons why the request has been refused under that ground, and file this in the HR system.
- In the event that you are unhappy with the outcome of the flexible work request, and this is unable to be resolved through discussions with your manager, a formal external complaint process may be available depending on the nature of the complaint. More information is available on the Employment NZ website.

## Guidance and Templates

- Refer to Flexible Working approach and guides
- Formal flexible working request -employee letter template
- Formal flexible Working request -managers acknowledgement letter template
- Formal flexible Working request -managers approval letter template
- Formal flexible Working request -managers decline letter template