



MAHI MIHINARE
ANGLICAN ACTION

FLEXIBLE WORKING ARRANGEMENTS POLICY

Category:	Human Resources
Last Review Date:	October 2021
Next Review Date:	October 2023
Endorsed by:	The Anglican Action Missioner
Approved by:	The Anglican Action Mission Trust Board

Purpose

To provide clear guidelines for staff members to make, or to have made on their behalf, a request for a variation to the terms and conditions of employment relating to the staff member's working arrangements.

Statement

Anglican Action is committed to flexible working arrangements, and will consider all requests made under Parts 6AA and 6AB of the Employment Relations Act 2000 (the Act) in accordance with the requirements of that Act. Anglican Action will also consider requests made outside of the Act in recognition of changes in individual circumstances. However, the approval of such requests lies entirely at the discretion of Anglican Action, who will consider the request in light of the Mission's requirements.

While Anglican Action will consider all requests, flexible working arrangements may not be appropriate for all teams or positions.

Scope

This policy applies to all Anglican Action staff members as outlined in the Definitions section of this policy.

Definitions

Employer	Employer means 'The Anglican Action Mission Trust Board', referred to as 'Anglican Action' or 'The Mission' in this policy.
Person affected by family violence	Person affected by family violence means a person who is 1 or both of the following: <ul style="list-style-type: none"> (a) a person against whom any other person inflicts, or has inflicted, family violence (b) a person with whom there ordinarily or periodically resides a child against whom any other person inflicts, or has inflicted, family violence.
Request	Request means a request that: <ul style="list-style-type: none"> (a) is written (b) requests the employer to vary a staff member's terms and conditions of employment relating to the staff member's working arrangements (other than by making a variation that the staff member can request under Part 6AB (flexible working short-term for people affected by family violence)) (c) is made by the staff member or on their behalf.
Staff member	Staff member means all employees (permanent, fixed-term, or casual), consultants, contractors, service providers, students, and volunteers engaged by the Mission.
Variation	Variation to the terms and conditions of employment relating to a staff member's working arrangements means 1 or more of the following: <ul style="list-style-type: none"> (a) the location of the staff member's workplace (b) the staff member's duties at work (c) the extent of the contact details that the staff member must provide to the employer (d) that, in the staff member's view, needs variation to enable the staff member to deal with the effects of being a person affected by family violence.
Working arrangements	Working arrangements, in relation to a staff member, means 1 or more of the following: <ul style="list-style-type: none"> (a) changes to hours of work (b) changes to days of work (c) working from other places (d) if the staff member is a person affected by family violence.

Policy

1. Staff members are entitled to request flexible working arrangements as outlined in Parts 6AA and 6AB of the Employment Relations Act 2000 (the Act), and as outlined in the Definitions section of this policy.
2. Staff members may also request flexible working arrangements outside of those covered by the Act, such as to engage in part-time study, career development, phased retirement, or for personal lifestyle reasons. However, the approval of such requests lies entirely at the discretion of Anglican Action, who will consider the request in light of the Mission's requirements.
3. A request for flexible working arrangements may be made at any time using the 'Flexible Working Arrangements Request Form'. This request must be in writing.
4. In considering a request, Anglican Action will do so in good faith and genuinely consider how the Mission might make the arrangement work for the staff member. However, the key factor in considering a request is the effect the proposed arrangement will have on the Mission's requirements.
5. Anglican Action will deal with a request as soon as possible, but not later than 1 month after receiving it, and will notify the staff member in writing of whether their request has been approved or refused.
6. Anglican Action may refuse a request if the request cannot be accommodated on 1 or more of the following grounds:
 - (a) inability to reorganise work among existing staff members
 - (b) inability to recruit additional staff members
 - (c) detrimental impact on quality
 - (d) detrimental impact on performance
 - (e) insufficiency of work during the periods the employee proposes to work
 - (f) planned structural changes
 - (g) burden of additional costs
 - (h) detrimental effect on ability to meet stakeholder and contractual obligations
 - (i) detrimental effect on ability to meet client needs
 - (j) detrimental effect on ability to meet team and/or service demands.
7. If a request is refused, Anglican Action will notify the staff member in writing, state the ground for refusal (as outlined in the Policy section 7), and explain the reasons for that ground. The staff member may request a review of the decision, or seek resolution as outlined in Parts 69AAG- 69AAK of the Act.
8. A flexible working arrangement may include a trial period of up to 12 weeks to assess whether the arrangement is meeting the Mission's requirements. A review date will be determined at the outset of the new arrangement.
9. Upon review, if it is found that a flexible working arrangement is not meeting the Mission's requirements, Anglican Action may discontinue the arrangement. It is in both Anglican Action's and the staff member's best interests to keep open communications and regularly review arrangements.

Procedures

1. An intention to apply for a flexible working arrangement should normally be discussed first with the staff member's Manager.
2. Staff members should consider the following areas in their discussion:
 - a. What sort of flexible arrangement they require
 - b. What they believe the impact will be on the Mission
 - c. For how long (is it a temporary or permanent request)
 - d. A clear, robust and accessible work plan e.g. Microsoft Planner
 - e. How they will perform their duties
 - f. What additional support and resources they may need
 - g. What the impact may be on the wider team and the services they offer.
3. Following discussion, an application for flexible working arrangements should be made in writing using the Flexible Working Arrangements Request Form. This form should then be submitted to the General Manger and Missioner.
4. In all cases, a thorough analysis of the application including consultation with the staff member's Manager will be completed. There may be implications for leave entitlements and superannuation in electing a flexible work arrangement. These should be discussed with the Human Resources & Payroll Lead.
5. Any approved flexible working arrangements will be recorded in a variation to the staff member's individual employment agreement.

Key Accountabilities & Responsibilities

Person / Party	Responsibilities
Governance	Review policy every two years or as required
Management	Ensure staff members are aware of this policy and processes
Leadership	Ensure staff members are aware of this policy and processes
Staff	Have access to this policy and the request form

Related Policies, Legislation, Regulations and Documents

- [Employment Relations Act 2000](#)
- [Human Rights Act 1993](#)
- Flexible Working Arrangements Request Form
- Working Remotely Policy