

# A FLEXIBLE WORKPLACE



## Introduction

The Department for Transport, Energy and Infrastructure (DTEI) supports the practice of flexible working conditions that will allow employees at all levels to achieve a greater balance between their work and other responsibilities and interests. Voluntary flexible working arrangements are recognised as an important aspect of an employee's conditions and various flexible arrangements are in place within DTEI and apply to PSM Act positions.

## Voluntary flexible working arrangements:

Voluntary flexible working arrangements are recognised as an effective way of managing work and enables DTEI to provide a work environment where people can perform at their best. DTEI recognises the value of family and endeavours to provide a supportive work environment. Employees who enter into any flexible working arrangements will be offered the same opportunities for training, development and promotion as all other employees.

Flexible arrangements available include the following:

## Teleworking:

Teleworking provides flexibility for DTEI and the employee in achieving work outcomes. It can improve productivity and provide the opportunity for employees to work in an environment that supports the balancing of work and other commitments. The Department will support these working arrangements where:

- productivity can be maintained or improved,
- it suits the nature of the work,
- work outcomes are achieved,
- employees can travel shorter distances to their workplace,
- vehicle emissions are reduced, and
- employees are able to achieve a better work/life balance life

Individual consideration needs to be given to each request and decisions are based on set criteria.

Teleworking is approved at the discretion of the Manager, and is not an employee right.

## Flexitime Extension / Time Banking

Flexitime allows employees to negotiate with their Manager how and when hours will be worked within agreed limits and conditions.

Current flexitime scheme provisions are as follows:

- 37.5 hours per week, Monday - Friday
- bandwidth of working hours is from 7.30 am up to 6.00 pm, but likely to change to 7am to 7pm in the future.
- core attendance time is from 10.00 am to 4.00 pm
- the span of time during which meals can be taken eg: lunch is a minimum of 30 minutes between 12pm and 2pm
- carry over credit hours per 4 week period is a maximum of 20 hours
- maximum flexi time off is 2 full days or 4 half days, per 4 week period
- maximum flexi debit per 4 week period is 10 hours.

Flexitime is approved at the discretion of the Manager, and is a privilege not an employee right.

## Part-time and Job Share:

Part-time employment is designed primarily to respond to the needs of employees to enhance service provision.

Part-time employment covers all occupational categories and all levels (including senior levels). Any person employed or seeking employment under the PSM Act is eligible to apply for part-time work.

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Job sharing is a voluntary arrangement where one full-time job is shared between two or more people. Each person works part-time on a regular ongoing basis.

### **Purchased Leave:**

The purchased leave arrangement has been designed to enable employees to purchase additional weeks of leave over a 12 month period in return for a pro-rata reduction in their annual salary. Earnings are averaged over a 52 week period providing payment during the extra weeks leave.

Purchased leave must be planned ahead for a 12 month period and must be used within 12 months from the date of commencement of the arrangement. The purchased leave may be taken in conjunction with recreation leave, long service leave, parental leave and other leave without pay.

Part-time employees have the same rights to access this arrangement as full-time employees. However, employees on a temporary contract may only be able to access this arrangement, depending on the length of their tenure.

### **Compressed weeks**

Employees may negotiate to work longer hours over a reduced number of days, effectively gaining time off but retaining salary levels.

### **Career Break**

Employees may negotiate to take one year off in five by receiving a reduced salary over four years to cover the fifth.

### **Approval Process:**

Employees or Managers can request or suggest that flexible working arrangements would be appropriate at any stage of employment.

Approval to enter into a voluntary flexible working arrangement rests with the appropriate Manager. The decision to approve such an arrangement is to take into consideration DTEI's operational needs, the positive or negative effects for the employee and the organisation, and that the appropriate resources are available to manage such arrangements.

Flexible arrangements can be combined or new ones initiated within work groups. Arrangements are usually trialled in the first instance.

Creativity, compromise and negotiation are they keys to a flexible workplace.