

Flexible Work Policy 2024 Trial



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 9743 3322.

1. Background

Melton Secondary College values the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce. The success of flexible work arrangements requires 'give and take' and a shared responsibility between staff and the Principal to make the arrangements work. A staff member and the Principal may agree to make a flexibility arrangement to meet the genuine needs of the staff member and school.

2. Purpose

This policy outlines the arrangements of flexible work that are available to teaching staff and education support staff at Melton Secondary College.

3. Guiding Principles

Flexible work arrangements:

- must not be unlawful. They must comply with the Victorian Government Schools Agreement 2022 (VGSA 2022), and the Fair Work Act 2009.
- should result in the staff member being better off overall than the staff member would be if no arrangement was made.
- should not require altering to the staff member's role description.
- should not require the student learning program to change to accommodate staff flexible work.
- must be documented and agreed to by the staff member and the Principal
- can be terminated by the Principal or the staff member by providing notice in writing.

4. Implementation

Individual Flexibility Arrangement

A staff member and the Principal may agree to an Individual Flexibility Arrangement at the request of a staff member. A staff member can apply for an Individual Flexibility Arrangement at any time in writing to the Principal.

Individual Flexibility Arrangements must be agreed to by both the staff member and the Principal in writing. The agreement must include the details of the terms of the VGSA 2022 that will be varied by the arrangement, how they will be varied and how the staff member will be better off because of the arrangement.

The Individual Flexibility Arrangement will state a start date and an end date at which the arrangement will be reviewed.

9-Day Face-To-Face Fortnight

Melton Secondary College constructs the timetable with reference to staff preferences around teaching load and responsibilities, and the Student Resource Package. One preference which Melton Secondary College invites all eligible staff to consider is a 9-day face-to-face fortnight.

In a 9-day face-to-face fortnight arrangement, a staff member may request that their timetable is scheduled such that one day per fortnight (or two-half days per fortnight) is free from face-to-face duties. On this day, the staff member has further flexibility in their work location and can apply to work offsite as part of an Individual Flexible Arrangement.

This arrangement is only available within the constraints of the timetabling priorities set by the Principal and is not a guaranteed arrangement for any staff member. Due to timetabling restrictions this arrangement is only likely to work for staff working full time.

This arrangement is only available to staff who have at least 7.5 hours of work duties per fortnight within their role description that are able to be performed from home or other offsite location.

A staff member can apply for a 9-day face-to-face fortnight schedule for the following year during Term 3 when timetabling preferences are sought. Timetabling decisions regarding a 9-day face-to-face fortnight schedule will be made for the duration of the following school year.

If requesting to work offsite, the staff member must be able to provide an alternative safe and functional work environment that ensures the requirements of their role are able to be met, including OHS, internet and phone, and confidentiality requirements.

Termination of an Individual Flexible Arrangement

An Individual Flexible Arrangement may be terminated if there are changes to the staff member's time fraction, timetable, duties and/or other reasonable grounds.

If the principal has concerns about a staff member's performance while on an Individual Flexible Arrangement, they will raise this with the staff member in writing and provide a reasonable timeframe for the staff member to respond to the concerns raised. If after this time the principal continues to have concerns about the staff member's performance, the principal may write to the staff member and terminate the Individual Flexible Arrangement.

A staff member can choose to end the timetabling of the 9-day face-to-face fortnight arrangement and revert to a 10-day teaching fortnight at the end of a semester.

5. Evaluation and Review

This policy will be trialed during 2024. A review will be undertaken in Term 3, 2024.

Date Reviewed	
Author	Principal
Approval required	No
Consultation required	NA
School Council approved	NA
School Council noted	
Mandatory	No
VQRA	No
Responsible for Review	Principal
Review Date	
Published	Website/Internal Circulation