FLEXIBLE WORK AGREEMENT – CORPORATE WORKFORCE

**Between**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Employee

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Position Title and Work Unit

**and**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Delegate’s name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Position Title and Work Unit

The purpose of this agreement is to detail the flexible working arrangements agreed between the above parties. The terms of this agreement are to be based on the Flexible Work Policy - Corporate Workforce and the Working Remotely Guidelines.

See:

* [Flexible Work Policy – Corporate Workforce](https://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-Corporate-Workplaces.docx)
* [Working Remotely Guidelines](https://www.education.vic.gov.au/hrweb/Documents/Working-Remotely-Guidelines.docx)

This form must be completed to record flexible work arrangements over and above the three-day in the office starting point for full-time office-based employees (pro rata for part-time employees) where employees are working additional days remotely or reducing or compressing their hours. A table is set out in the Manager and Employee Guidelines that outlines required processes for the range of flexibility options that can be accessed.

See:

* [Flexible Work – Manager Guidelines](https://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-Manager-Guidelines.docx)
* [Flexible Work – Employee Guidelines](https://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-Employee-Guidelines.docx)

**Note:** Where a flexible work arrangement seeks to alter an employee’s terms and conditions of employment, an Individual Flexible Arrangement (IFA) is required (refer to Clause 9 of the Victorian Public Service Enterprise Agreement and Clause 60 of the Nurses (Department of Education and Training) Agreement. IFA requests must be sent to the Executive Director, People Division for approval.

See:

Victorian Public Service Enterprise Agreement

Nurses (Department of Education and Training) Agreement

**Definitions in this Agreement:**

**Agreement** means this Agreement and includes any attached Schedule.

**Employee** meansPublic Service employees of the Department of Education and Training, including employees covered by the Victorian Public Service Enterprise Agreement, the Nurses (Department of Education and Training) Agreement and Executive Officers employed under the Standard Executive Contract.

**Employer** means the Department of Education and Training.

**Delegate** means the responsible delegate in accordance with the Instrument of Delegation by the Secretary to the Department of Education and Training

**Base location** means the Employee’s usual place or places of work, as set out in the Schedule.

**Remote Workplace** means the location at which the Employee works remotely during the Designated Work Hours, as set out in the Schedule.

**Designated Work Hours** means the days and hours during which the Employee works including at the Remote Workplace as specified and as set out in the Schedule.

commencement and review of agreement

1.1 This Agreement commences on the date set out in Schedule A.

1.2 There will be a *<insert frequency (minimum six monthly)>* review of this agreement. The first formal review will occur *<insert>* months after the commencement date, or earlier.

trial period

2.1 This Agreement will operate on a trial basis for *<insert>* months after the commencement date speciﬁed in Schedule A (trial period).

2.2 At any time during the trial period, the Employer or the Employee may terminate the Agreement giving the other party two weeks’ notice (preferably in writing).

2.3 The Agreement will be reviewed by the parties two weeks prior to the completion of the trial period to determine whether the Agreement will continue to operate beyond the trial period.

Varying or ending a flexible working arrangement

3.1 Flexible working arrangements can be altered to meet changing operational requirements. Both the Delegate and the Employee may seek to vary or terminate a flexible work agreement subject to reasonable notice (generally at least 28 calendar days written notice). Written confirmation clearly outlining the reason for varying or ceasing the agreement should be provided to or by the Delegate. Variations and terminations must be documented and can only be refused by the Employer on reasonable business grounds.

Work arrangements

4.1 The Employee will work at the primary office location and the Remote Workplace(s) (if applicable) as set out in Schedule A, and if working remotely has completed Schedule B.

4.2 Any variations to the Agreement must be agreed by the Delegate and the Employee and recorded accordingly.

schedule A

**Commencement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Detail the flexible work arrangement:

* See Appendix A of the Flexible Work Policy Corporate Workplaces for options and determine if you are required to complete this form.
	+ See: [Flexible Work Policy – Corporate Workplaces](https://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-Corporate-Workplaces.docx)
* For Working Remotely Agreements, include remote workplace location, designated hours, DET equipment provided and completed Occupational Health and Safety (OHS) Work Area Checklist Schedule B.
	+ See: [Working Remotely Guidelines](https://www.education.vic.gov.au/hrweb/Documents/Working-Remotely-Guidelines.docx)
* For changes to working hours or days refer to A-Z HRWeb under Working Hours for further information regarding policy and processing requirements.
	+ See: [Working Hours](https://www.education.vic.gov.au/hrweb/employcond/Pages/wrkhrsPSS.aspx)

**Flexibility type:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  **Compressed hours** |  |  |  |
| [ ]  9 day fortnight | [ ]  4 day week | [ ]  other – explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| [ ]  **Flexible start and finish time – formal arrangement**  |
|  |  |  |  |
| [ ]  **Remote working days (per week)\*** |
| [ ]  1 day | [ ]  2 days  | [ ]  3 days  | [ ]  4 days  | [ ]  5 days  |
| **Remote working location** |
| [ ]  Home | [ ]  Regional office  | [ ]  Suburban hub  | [ ]  Interstate  | [ ]  International  |
| [ ]  other – explain: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| [ ]  **Reducing the hours worked** |
| [ ]  time fraction change – temporary\*\*  |
| Is this a job share arrangement?  | [ ]  Yes  | [ ]  No |

\* remote working days refers to additional days beyond the current position of three days a week from a primary office location for full-time office-based employees

\*\* for temporary part time arrangements due to parental leave see [Parental Absence](https://www.education.vic.gov.au/hrweb/employcond/Pages/parentlvePSS.aspx) on HRWeb

For all other types of flexibility, refer to the Flexible Work Policy – Corporate Workforce and the table in the Manager and Employee Guidelines that outlines required processes for the range of flexibility options that can be accessed.

See:

* [Flexible Work Policy – Corporate Workforce](https://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-Corporate-Workplaces.docx)
* [Flexible Work – Manager Guidelines](https://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-Manager-Guidelines.docx)
* [Flexible Work – Employee Guidelines](https://www.education.vic.gov.au/hrweb/Documents/Flexible-Work-Employee-Guidelines.docx)
* [Workplace Adjustment Guidelines](https://www.education.vic.gov.au/hrweb/divequity/Pages/disability.aspx)

**Describe the flexible arrangement: (***Detail the arrangement sought and if seeking to work from home or another location how the arrangement will satisfy health and safety requirements and technological needs)*.

|  |
| --- |
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|  |
|  |
|  |

schedule b

Occupational Health and Safety (OHS) Checklist for Working Remotely

The following should be established prior to signing the Flexible Work Agreement.

**1. General Layout**

* capacity to isolate a specific work area during Designated Work Hours

**2. Workstation Desk**

* desk height between 690‐720mm
* keyboard can be used with both feet flat on the floor and forearms at right angles

**3. Computer, monitor & mouse**

* monitor away from direct outside light and no light direct light from behind the screen
* monitor at least 1 arm’s length away from the user
* normal gaze – upper 1/3 of screen
* keyboard at comfortable tilt for typing with forearm support
* mouse placed beside keyboard – no over‐reaching to use mouse

**4. Workstation Chair**

* height and seat/backrest tilt adjustable so thighs slightly less than 90° angle
* lumbar support positioned at lumbar level and backrest at comfortable angle to provide support for the user

**5. Workstation Elements**

* document holder used where appropriate – transcribing from hard copy to computer

**6. Workstation Environment**

* noise levels acceptable
* adequate lighting
* adequate ventilation
* electrical equipment in good condition – no frayed cords, no double adaptors, adequate electrical equipment ventilation
* residual Current Device (RCD) installed at the workplace
* adequate rest breaks every 30 minutes
* smoke alarm installed and fire extinguisher available