FLEXIBLE WORK POLICY

Section	People and Organisation Development		
Approval Date	08.06.2020	**Approved by**	Executive Team
Next Review	01.06.2023	**Responsibility**	Executive Director – Finance and Operations
Last review	01.06.2022	**KEQ**	6

PURPOSE

NMIT recognises that there may be circumstances where it would be beneficial or convenient for a Team Member to have flexible work arrangements and may, at its sole discretion on a case-by-case basis, agree to this provided business continuity is maintained.

This also assists with the promotion of the wellbeing of NMIT Team Members and supports the development of a high-performing, customer focused organisation.

This policy provides formal procedure for the consideration of requests for flexible working arrangements.

SCOPE

Flexible working arrangements are discretionary and do not constitute a contractual entitlement or create an expectation of permanency unless such arrangement has been expressly agreed between NMIT and the Team Member. NMIT;

- may, at its sole discretion, determine whether or not a team member's duties are suitable for flexible arrangements;
- reserves the right (in consultation with the team member) to vary, modify or end flexible work arrangement at any time;
- require team members to comply with all of the NMIT's policies and instructions, including but not limited to its health and safety policies, procedures and instructions.

Flexible work may cover any of the following. A change of:

- Hours of work;
- Days of work;
- Place of work.

Flexible work can also be used to change:

- how work is done;
- how work starting and end times are managed;
- how work is managed in the workplace to help employees and businesses.

This policy also applies in extraordinary circumstances, such as a pandemic, where NMIT may require team members to work from home.

DEFINITIONS

The definitions of additional specialist terms relevant to this policy, the relevant programme or business support area are listed below:

Flowingly	Automatic workflow software
Home	Team member's normal place of residence or other mutually agreed location
Line Manager	Reporting manager of the Team Member
POD	People and Organisation Development
Team members	Employee's and Contract for Services employed by Nelson Marlborough Institute of Technology Limited (NMIT)
WFH	Work from home - where a team member works remotely from home (or other location) that would previously have been done in the workplace.
Work-based site	The site that the team member normally carries out duties if physically at work

RESPONSIBILITIES

Team Member	• Discuss request directly with line manager in the first instance • Complete *Flexible Work Request Form* and provide to line manager for approval
Line Manager	• Discuss with team member and consider request in a fair and equitable manner • Discuss application with POD • Consider implications for, impact on learner experience, Safety, IT, quality, employment conditions, confidentiality and effect on team cohesion. • Contact relevant Business Support Teams for assistance if needed • Make recommendation to relevant Executive member for confirmation • Confirm or decline request in *Flowingly* • Ensure regular follow-up and three-monthly reviews take place when approval is given
POD	• Support and advise on employment relations and policy
Health & Safety	• Support and advise on health and safety concerns
Relevant Executive	• Be aware of Flexible Work arrangements within specific area

PRINCIPLES

1. All approved requests for flexible working arrangements will be subject to review at least every three months (for agreements longer than three months) to ensure:
   • That business needs continue to be met through the flexible work arrangements;
   • The employee still wishes to work flexibly; and,
   • Other employees who wish to work flexibly can be accommodated.

2. Flexible work arrangements must:
   • Comply with all relevant policies, procedures and legislation (IT, employment, health and safety);
   • Be of overall benefit to NMIT;
   • Contribute efficiently to the operation of the organisation; and
   • Not create any conflict or perceived conflict of interest between a team members' work and home responsibilities.

3. Either a Line Manager or a team member can initiate a Flexible Work arrangement.

4. An approved Flexible Work arrangement will not automatically continue if there has been a change in role. A new Flexible Work arrangement, taking into account any changes, will need to be applied for and approved.

5. Requests must be made using the ***Flexible Work Request Form*** and discussed with the Line Manager who will make a recommendation to the relevant member of the Executive Team.

6. The Line Manager, together with the team member, must have considered and assessed all risk factors relating to IT security, confidentiality and health and safety prior to being approved.

   This includes the nature of the duties to be performed, security of sensitive information, communication arrangements, document handling, storage arrangements and transporting of IT and other equipment.

7. All arrangements must be confirmed and accepted in writing, be processed through ***Flowingly,*** and a copy of the request form and any approval letter/s provided to POD for team member file before arrangement commences.

Work from Home (WFH) requests – additional requirements:

8. All terms, conditions and practices of employment remain the same when a team member is working at home or work-based site. This includes the requirement to advise their Line Manager immediately in the event they are unable to do work at the home-based site e.g. family obligations, faulty equipment, illness, leave, etc.

9. All reasonably practicable steps must be taken to protect the health and safety of the team member whilst working from home. Team members are required to undertake a workplace assessment and have this approved by their line manager prior to the commencement of any working from home arrangement. https://polly.nmit.ac.nz/how-tos/knowledgebase/health-and-safety/keeping-safe-while-working-remotely

10. A team member may be required to temporarily stop or reduce work at the home-based work site for short periods at the request of their Line Manager to meet the needs of the business. This may include team meetings or other business activities being carried out at the work-based site.

11. Any costs associated with setting up an appropriate home-based work site are the team members' responsibility. This includes but is not limited to: the purchase of any specific furniture or services required e.g. ergonomic chair, desk, keyboard, mouse, data access, electricity usage.

PROCEDURE

- Team Member:
  - Discusses request with their line manager;
  - Completes ***Flexible Work Request Form*** detailing reason and period being requested;
- Line Manager:
  - Considers all aspects of request and discusses with relevant Executive;
  - Respond to the request through the link provide by email in ***Flowingly***.
  - Conducts reviews on a regular basis to ensure continued effectiveness of arrangement,
  - Advises POD by email that the review has been completed, noting any changes and the next review date.
  - Work with POD to complete any variations to individual's terms and conditions of employment that may be required.

- Executive Director or Director (if required)
  - Confirms approval / decline by commenting on a task allocated to them by the manager through ***Flowingly***.

- POD
  - Provide advice and assistance
  - Save approved requests to employee file and acknowledge start of Flowingly process

- Record changes and reviews
- Facilitate changes to terms and conditions of employment
- Manage legislative recordkeeping requirements

REFERENCES

INTERNAL

[Flexible Work Request Form](#) [Available from POD team site on Polly]
[Flexible Work – Manager Information](#) [Available from POD team site on Polly]
[Flexible Work – Employee Information](#) [Available from POD team site on Polly]
[Home Office Self-Assessment Checklist](#) [Available from POD team site on Polly]
[Working from Home guidelines](#) [Available from POD team site on Polly]
[IT Acceptable Use Policy](#)
[Information and Records Management Policy](#)
[Safety, Health and Wellbeing Policy](#)
[Staff Charter](#)
[Staff Misconduct Procedure](#)

EXTERNAL

Section 6AA of the Employment Agreements and Employment Relations Amendment Act
Health and Safety at Work Act 2015
Privacy Act 2020
Holidays Act 2003
Parental Leave and Employment Protection Act 1987

Accident Compensation Act 2001