FLEXIBLE WORK GUIDELINES

A comprehensive framework to support flexible work arrangements at Monash.

September 2018
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A FLEXIBLE APPROACH

We all share the responsibility to be excellent, international, enterprising and inclusive to ensure teams of staff members with different employment arrangements can deliver the outcomes of the work unit for the University.

Monash has an evolved and proactive approach in supporting staff to meet the demands of personal and professional life. Flexible work arrangements are available to assist our eligible staff in managing their work and personal commitments.

The following guidelines assist staff in considering their flexible work options and assist managers in managing and responding to requests.

Staff members seek flexibility for various reasons, for example transitioning to retirement, parental or carer responsibilities, and recovering from illness. When considering requests for flexible work the needs and interests of the staff member and the University's operational requirements should both be considered.

The overarching process

1. Determine your eligibility
2. Review guidelines, and explore options
3. Discuss options with your supervisor
4. Prepare and submit your flexible work request
5. We consider your request
6. Outcome of your request
7. Review the arrangements
DETERMINE YOUR ELIGIBILITY

While any staff member can request flexibility from the University (‘us’, ‘our’ or ‘we’), only some are specifically entitled under the Fair Work Act to make a request.

You have a right to request a flexible work arrangement under the Fair Work Act 2009 (Cth) where you have completed at least 12 months’ continuous service with us immediately prior to making your request and:

- have a disability
- are a parent, or have the responsibility for the care of a child who is of school age or younger;
- are a carer for someone with a disability, medical condition or mental health condition or who is aged and frail in accordance with Carer Recognition Act 2010 (Cth);
- are 55 or older;
- are experiencing violence from a family member or;
- are providing care and support to a family member who requires care or support because they are experiencing violence from their family.

If you don’t meet the criteria above, you should complete the form most relevant to your request e.g. change of fraction form, voluntary reduced working year request. We will consider your request on a case by case basis.

It’s important to know that a flexible work arrangement is not an automatic entitlement. The availability and make-up of the arrangement will depend on a number of factors, including (but not limited to):

- the likely impact on service delivery and business continuity;
- the efficiency and productivity of the group;
- other staff who may be impacted by the proposed arrangement, including the workload of the team;
- the cost to Monash of accommodating the arrangement;
- the staff members personal needs; and
- the performance requirements of the position.

Before moving on to the next step, it is important to identify the reasons influencing you in considering a flexible work arrangement. Ad hoc or short term flexibility needs may be accommodated at a local level.

If you don’t feel ready to speak to your supervisor yet, it is a good idea to talk about your requirements with someone. It may be your family, a colleague or your HR Business Partner.

In addition, we provide free access to confidential, professional counselling and support for all staff and their immediate families through the provision of the Employee Assistance Program (EAP).
REVIEW GUIDELINES AND EXPLORE OPTIONS

Identify a few flexibility options that could work for you. Remember, that your proposed changes need to be realistic and workable for everyone.

For example: are there particular hours and days that would make a difference to your work life balance? Would it work best for you to work in the office/campus or away from the office/campus? Do you need to be able to change your working hours or location very quickly in some circumstances?

Just keep in mind, options which work for you may be unsuitable for your role and the work area.

The first option that comes to mind may not be the best option or your only option. Your supervisor may also have some ideas that you haven’t considered.

What will your supervisor be most concerned about?

It will help at this point to consider the challenges of your request for your supervisor. Preparing yourself to address your supervisor’s primary concerns in advance of your initial discussion could be very beneficial. We suggest that you also look at flexibility from your supervisor’s perspective and make some notes about the primary concerns they may have about flexible working arrangements.

Some flexible options to think about

<table>
<thead>
<tr>
<th>Options</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time Hours</td>
<td>Reduce the number of hours of work per week.</td>
</tr>
<tr>
<td></td>
<td>Part time work requires a balance between the operational requirements of the role, the impact on the team and work and your personal requirements.</td>
</tr>
<tr>
<td></td>
<td><em>For example</em>: Jen is returning from a period of parental leave and is the primary carer for her child. Her fraction before leave was full time. Jen requests to return to work 3 days per week to help her care for her child.</td>
</tr>
<tr>
<td>Non-standard start and finish times</td>
<td>Vary your start and finish times within the <strong>ordinary hours of duty</strong>.</td>
</tr>
<tr>
<td></td>
<td><em>For example</em>: Peter has school aged children. He requests to start an hour earlier and finish an hour earlier to allow him to collect his children from school.</td>
</tr>
<tr>
<td>Transition to Retirement</td>
<td>There are various retirement options for you to consider, refer to the <strong>Retirement Procedure</strong>.</td>
</tr>
<tr>
<td></td>
<td><em>For example</em>: Beth is over 55 years old and requests to reduce her fraction from full time to 4 days a week (0.8FTE) to spend more time at home and start her transition to retirement.</td>
</tr>
</tbody>
</table>
Voluntary reduced working year

Reduce your current working year by multiples of 2 weeks (up to a maximum of 8 weeks), with salary proportionally reduced to fund additional paid leave over a 52 week period. For more information see Voluntary Reduced Working Year.

For example:

<table>
<thead>
<tr>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah wishes to participate in a 48/52 VRWY (4 additional weeks of leave)</td>
</tr>
<tr>
<td>Sarah’s annual gross salary: $52,000</td>
</tr>
<tr>
<td>Sarah’s fortnightly gross salary: $1,993.15</td>
</tr>
<tr>
<td>Annual gross salary / 52 weeks = weekly salary</td>
</tr>
<tr>
<td>$52,000 / 52 weeks = $1,000</td>
</tr>
<tr>
<td>Weekly salary x VRWY weeks = VRWY annual gross salary</td>
</tr>
<tr>
<td>$1,000 x 48 weeks = $48,000</td>
</tr>
<tr>
<td>VRWY annual gross salary / fortnights in VRWY scheme period (26.0893) = VRWY fortnightly gross salary</td>
</tr>
<tr>
<td>$48,000 / 26.0893 = $1,839.83</td>
</tr>
<tr>
<td>As a result of participating in the 48/52 VRWY, Sarah’s fortnightly gross salary is reduced by $152.32.</td>
</tr>
</tbody>
</table>

Job Share

Job share refers to a job share or job split arrangement.

Job share is where no more than two staff members share a single full-time or part-time position by dividing the work, each working part-time. Each job share partner will have the same position title and position description.

Job split is where the responsibilities of a position are quite distinct and easily separated, in which the roles and responsibilities are separated into two distinct part time positions.

Refer to appendix one of these guidelines for more detailed information on job sharing with us.

For example: Sally works part-time and does the job on Monday and Tuesday and Terri does the same job, also working part-time, on Wednesday, Thursday and Friday.

Working from home

Work some of your days from home. For more information see Working From Home Procedure.

For example: June has a disability and has a regular medical appointment on a Tuesday close to home. She requests to work from home on Tuesday to enable her to attend the appointment and also fulfill her work commitment. June and her supervisor agree to duties to be undertaken whilst she is at home on a Tuesday.

Alternative work location

Work at another Monash building or campus other than your official place of work.

For example: Alistair’s usual work location is on campus at Clayton. Alistair applies to work one day per week from the Peninsula campus for a period of 6 months whilst his partner is undergoing daily medical treatment at a hospital close to the Peninsula campus thus easing the pressure and worry about getting his partner to and from hospital for treatment.

Have a look at the Monash HR Policies and Procedures to find out what other options may suit you.
DISCUSS OPTIONS WITH YOUR SUPERVISOR

Staff Member
You should have a conversation with your supervisor to discuss your intention to request a flexible work arrangement before submitting a formal request. It’s best if you set aside some time with your supervisor to discuss your needs.

You must be prepared to discuss your situation and possible outcomes with your supervisor to explore and reach an outcome that is fair and takes into consideration other individuals, the respective work areas and peak work load times.

Supervisor
When you are first approached by a staff member regarding a flexible work arrangement, they may be coming to you for information on how a flexible work arrangement would affect their career and any job related issues.

It is important to remember that some staff members can find it difficult to raise these topics with their manager, particularly when it comes to seeking work changes for family, health or lifestyle reasons. We encourage you to listen to them and help identify what the issues are and the reasons why they are requesting a flexible work arrangement. Seek help from your HR Business Partner if you need it.

It is okay to explore alternatives with the staff member to find an option that works. The first option is not always the best option.

There are many factors that need to be taken into account to determine if the flexible working arrangement can be reasonably accommodated, or whether there is a reasonable basis for refusal. You will find this information later in this guideline.

There may be times where your staff member needs flexibility to assist with emergency or one off situations. These should be managed within the local work unit at the time as ad hoc arrangements.
PREPARE AND SUBMIT YOUR FLEXIBLE WORK REQUEST

Following discussions with your supervisor, you will now need to complete and submit the [Flexible Work Request](#) to your HR Business Partner.

You will need to submit any additional application forms to support your request for options not covered by the Flexible Work request (e.g. voluntary reduced working year).

To complete your flexible work request, you will need to consider and prepare responses to the following:

<table>
<thead>
<tr>
<th>Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the changes and how will they assist you?</td>
</tr>
<tr>
<td>How will they impact your work area? What have you put in place to address these impacts</td>
</tr>
<tr>
<td>Are there alternative arrangements you would consider? And if so, what would they be?</td>
</tr>
</tbody>
</table>
WE CONSIDER YOUR REQUEST

HR Business Partner

Once the staff member has submitted their request to you, you must:

Review the details of the request and ensure all the necessary paperwork has been completed. If the request is to work a fraction of less than 0.6, additional approval from the relevant Monash HR delegated approver is required.

Discuss whether the request can be accommodated with the supervisor and Head of School/Department or Director. We recommend you use the questions below to guide you. This will ensure that all aspects of the request have been thoroughly considered.

Provide a written response to the staff member within 21 days of receiving the request. Please ensure a letter or email follows any verbal notification.

Considerations for Supervisors and HR Business Partners

<table>
<thead>
<tr>
<th>Considerations prior to the approval/refusal of a flexible work arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
</tr>
<tr>
<td>• What is the reason for the request?</td>
</tr>
<tr>
<td>• What is the arrangement being proposed? Part time work? Job share? Flexible hours?</td>
</tr>
<tr>
<td>• Does the arrangement include working from home? Have the additional application forms been completed?</td>
</tr>
<tr>
<td>• Does the staff member already have a flexible work arrangement in place? If so, how long has it been in place?</td>
</tr>
<tr>
<td><strong>Team</strong></td>
</tr>
<tr>
<td>• Are there other flexible work arrangements already in place within your work unit?</td>
</tr>
<tr>
<td>• How will you manage work planning including workload and work distribution?</td>
</tr>
<tr>
<td>• How will you ensure staff levels during core business hours?</td>
</tr>
<tr>
<td>• What about leave management?</td>
</tr>
<tr>
<td><strong>Role</strong></td>
</tr>
<tr>
<td>• How does the request fit within the current role?</td>
</tr>
<tr>
<td>• What is the nature of interactions with others? For example: client facing customer service.</td>
</tr>
<tr>
<td>• What are the proposed hours of work? Are they within the ordinary hours of duty?</td>
</tr>
<tr>
<td>• Will the individual consider other positions?</td>
</tr>
<tr>
<td><strong>Participation</strong></td>
</tr>
<tr>
<td>• Will the staff member be able to participate in the full range of workplace activities?</td>
</tr>
<tr>
<td>• How you ensure they are included in relevant meetings?</td>
</tr>
<tr>
<td>• What impact will it have on their career development and learning needs?</td>
</tr>
<tr>
<td><strong>Workload</strong></td>
</tr>
<tr>
<td>• How will workloads be managed at peak times (enrolments, end of financial year, start/end semester)</td>
</tr>
<tr>
<td>• How will continuity of service on non-work days be managed?</td>
</tr>
<tr>
<td>• If work is to be redesigned – does it align to the staff member’s classification?</td>
</tr>
<tr>
<td>• Can the role be backfilled? Or is there another staff member seeking additional hours?</td>
</tr>
</tbody>
</table>
| **Planning**          | Do you or the staff member need to plan activities in advance to take account of differing work schedules?  
|                      | Will there be less flexibility in resourcing areas due to the staff member’s reduced availability? |
| **Communications**   | What are the protocols/ability to contact the staff member on non-scheduled days. How will this be managed? |
| **Impact on staff member** | What are the financial impacts – the staff member should ensure they have received independent financial advice  
|                      | Will there be any personal or professional isolation?  
|                      | What are the career concerns?  
|                      | What is the impact on the work quality and their performance? |
| **Costs**            | Are there any additional costs?  
|                      | Will there be a flow-on financial effect of the flexible work arrangement? |
| **Legal Implications** | What are the potential consequences of declining the application? |
OUTCOME OF YOUR REQUEST

Approval of a flexible work request

The approval of a request is between you, your supervisor and the Head of School/Department or Director. If you are requesting a fraction of less than 0.6 (3 days per week), additional approval from the relevant Monash HR delegated approver is required.

A trial period

Flexible working arrangements usually commence under a trial period. A trial of around three months is usually sufficient, and gives both your supervisor and your team an opportunity to see how it can work, and it gives you a chance to decide if a different type of flexibility might suit you better or not.

The arrangement should be reviewed prior to the end of this trial period. Look at aspects such as team culture, information flow, resource planning, and confidence in performance, stakeholder management and self-management. Identify areas that need to be discussed or altered, and make the necessary adjustments. Approaching flexibility as a cycle of learning enables you to avoid dramatic failure and to make the most of flexibility.

Your supervisor will determine if it meets the needs of both parties and/or if any changes are required to improve the arrangement.

<table>
<thead>
<tr>
<th>Considerations when reviewing a trial flexible working arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the arrangement providing benefit and flexibility to both the University and the staff member?</td>
</tr>
<tr>
<td>Is there any training and development opportunities?</td>
</tr>
<tr>
<td>Is the communication effective for both supervisor/manager and the staff member?</td>
</tr>
<tr>
<td>What are the benefits/cost to the University and the staff member of providing the flexible working arrangement?</td>
</tr>
<tr>
<td>What changes/measures have been, or still need to be made?</td>
</tr>
</tbody>
</table>

If your supervisor has concerns about how the arrangement is operating, it may be possible to make adjustments. When an issue is identified, adjustments should be made quickly so that any downsides do not have a prolonged effect and new, more effective work habits become embedded early. Major adjustments should be made with fair notice, particularly if they could have a significant impact on your supervisor, your team or your stakeholders.

It is also possible at this stage that the flexible work arrangement cannot continue. Supervisors should seek advice from their HR Business Partner or Monash HR, Workplace Relations.
Refusal of a flexible work arrangement

We will consider all requests for flexible work arrangements from eligible staff members, however a request may be refused on reasonable grounds.

If you’re a manager who is considering refusing a request, please seek advice from your HR Business Partner or Monash HR, Workplace Relations.

<table>
<thead>
<tr>
<th>Reasonable grounds for refusing a flexible work request may include (but are not limited to):</th>
</tr>
</thead>
<tbody>
<tr>
<td>The new working arrangements requested would be too costly for the University.</td>
</tr>
<tr>
<td>There is no capacity to change the working arrangements.</td>
</tr>
<tr>
<td>It would be impractical to change the working arrangements of other staff members, or recruit new staff, to accommodate the new working arrangements requested.</td>
</tr>
<tr>
<td>The new working arrangements requested would be likely to result in a significant loss in efficiency or productivity.</td>
</tr>
<tr>
<td>The new working arrangements requested would be likely to have a significant negative impact on student/stakeholder service.</td>
</tr>
<tr>
<td>Where your substantive fraction is reduced to a level that is likely to have a detrimental impact on the duties of your position as determined by the University.</td>
</tr>
<tr>
<td>A reasonable basis for refusal of a request for a flexible working arrangement may be likely if the request could only be accommodated by:</td>
</tr>
<tr>
<td>• the creation of new and/or additional project roles or the restructuring of existing roles; and/or</td>
</tr>
<tr>
<td>• the recruitment of new external staff members (as compared to existing staff with the required availability and expertise).</td>
</tr>
</tbody>
</table>

What happens when an agreement cannot be reached?

It is possible that despite best efforts you and your supervisor may not be able to reach an agreement you are both satisfied with. It is important at this stage that you seek further guidance from specialist staff such as your HR Business Partner or Monash HR, Workplace Relations to ensure all options and obligations have been explored and to help reach a suitable outcome.
REVIEW THE ARRANGEMENTS

Flexible work arrangements are for a fixed-term period and must be reviewed and reapplied for annually to ensure they are supported and that the efficiency and effectiveness of the arrangement is maintained.

Both individual and organisational needs change over time. It is important to monitor the impact of the flexible work arrangement on the staff member's work, family and life balance as well as on the University and work unit.

Staff Member

If you want your flexible work arrangement to continue past the initial term, a new request must be submitted.

It is best to have an open conversation with your supervisor about what your ongoing needs are. Be open to new ideas and arrangements. This communication should be respectful. For trust to develop over time with any flexible working arrangement, your supervisor needs to feel confident that you are working and achieving your goals.

What to do if problems arise

If you begin to experience issues with your flexible working arrangement, particularly the way it might impact on workload or your family life, you may like to:

- keep a closer record of the impact of work practices on your work-life balance
- review whether there has been 'scope creep' in your role – e.g. the expectations of the role have changed since you started, but work practices have not been adjusted to suit
- have a conversation with your supervisor – it is better to do this early rather than let problems grow until they are unmanageable
- you may need to communicate how some expectations or behaviours are keeping you from achieving your agreed goals, increasing your stress or impacting on your family life.

Flexible work arrangements are not normally transferable from one position to another. If you apply for a new position, you must re-apply for your flexible work arrangement.

Supervisors

The flexibility needs of staff members change over the course of their lives. We recommend you use the flexible work options for those staff who have a genuine need for them.

It is also likely that a staff member’s personal requirements and work preferences will change over time. Many will want to work different hours when their caring commitments change or as their children reach milestones such as pre-school, primary school or secondary school age.

It is important for a review of a flexible work arrangement to be strategic and team focused. For example, reviewing work days and busy periods, so that busy periods can be accommodated across the team.

Supervisors need to apply a team approach – do not simply agree to individual requests on a ‘first come, first served’ basis. You should be aware that if you do not conduct a regular, strategic and team-focused negotiation about flexible work arrangements, perceptions of unbalanced workloads across the team may arise.
ADDITIONAL INFORMATION

Employment related grievance procedure
If you would like to raise a grievance about a refusal of your flexible work request, you may apply for a review of the decision under the University's applicable employment related grievance resolution procedure for professional and academic staff.

Access HR
Phone: +61 3 9902 0400
Email: hr@monash.edu
www.intranet.monash/hr/contact-us

Employee Assistance Program
Phone: +61 3 9905 3020
(Counselling appointments – all campuses)
Phone: 1800 360 364
(Off-campus appointments)
www.monash.edu/health/counselling
Employee Assistance procedure
APPENDIX ONE – JOB SHARE ARRANGEMENTS

Job Share

Job share is where no more than two staff members share a single full-time or part-time position by dividing the work, each working part-time. Each job share partner will have the same position title and position description.

Job split is where the responsibilities of a position are quite distinct and easily separated, in which the roles and responsibilities are separated into two distinct part time positions.

Reference to ‘job share’ herein refers to both a job share or a job split arrangement.

Role suitability

You should discuss with your supervisor if your role is suitable for a job share arrangement. Consideration should be given to:

- the nature and requirements of the work and its suitability or otherwise for sharing or splitting;
- the division of duties and responsibilities between staff participating in the job share arrangement, and the proposed duration of the arrangement;
- key clients and/or stakeholders communication arrangements;
- the delegation of work to staff;
- the effect on other staff and on business needs and customer service; and
- the impact on future staffing flexibility.

Your supervisor may consult with an HR Business Partner and head of unit to determine if your position is suitable for a proposed job share arrangement. You and your supervisor should agree in principle that the position is suitable for consideration as a job share arrangement prior to submitting a flexible work request.

Vacancies

Positions may be advertised for recruitment on a job share basis.

If a joint application is received from job share partners, it will be assessed in the same manner as applications from other candidates. Normally each job share partner will be interviewed separately to assess the suitability of each against the selection criteria, although job share partners may also be interviewed together to discuss their joint application.

In the event that one job share partner vacates a job share position, we will consider the following options:

- if the job share arrangement should continue;
- if the vacancy should be advertised; or
- if the additional work is offered to the remaining job share partner on the basis of full time employment (or a relevant fraction in accordance with business/operational needs).

Employment contracts and administration

Existing staff members appointed to a job share arrangement will receive a contract variation for the agreed term (up to twelve months), or in some cases, a fixed-term job share employment contract.

If you are an existing continuing or fixed-term staff member who is appointed to a job share arrangement for a fixed-term period, you will return to your substantive or other suitable position at the conclusion of the agreed term (if the substantive fixed-term appointment continues beyond the proposed job share term), or earlier if the job share arrangement ends earlier.

Where an approved job share arrangement exists, a new staff member may be employed on a part time fraction to fill a job share vacancy.
**Start and finishing times**

Your start and finish times should be negotiated with your supervisor to suit both your need and organisational needs. If an agreement cannot be reached to the satisfaction of the work unit, the head of unit may prescribe the hours required for the position.

Any changes your start and finishing times during the job share arrangement must occur in accordance with the relevant Enterprise Agreement. Changes proposed by you or your job share partner must be agreed by both partners and the head of unit.

The combined fraction of both staff members in a job share arrangement will not ordinarily exceed a full time fraction (1.0 FTE). A small overlap (a combined fraction of no more than 1.2 FTE) for planning and communication between partners will be considered.

**Supervision**

You and your job share partner will ordinarily report to the same supervisor.

**Communication and stakeholder management**

You and your supervisor are responsible for ensuring that clients and stakeholders are aware of the job share arrangement and appropriate contact information.

You are not expected to attend meetings or professional development activities outside of normal working hours unless arranged with your supervisor.

**Performance development**

Your performance will be assessed individually in accordance with the applicable performance management scheme and you will have the same opportunity to apply for staff development and training courses (where applicable).

**Leave coverage**

Your leave and other entitlements will accrue according on a pro rata basis, in accordance with the relevant Enterprise Agreement.

There is no expectation that one job share partner will act as a leave replacement during the absence of the other job share partner. However, for short term absences, the remaining job share partner may volunteer or be approached to act as a leave replacement, for which they will receive payment. HR Business Partners may seek advice from Monash HR, Workplace Relations regarding appropriate payment arrangements.

Where the planned leave of one job share partner is relieved by the remaining job share partner, the aggregated working hours of the remaining staff member will not exceed a full time fraction.

Job share partners should not ordinarily plan leave simultaneously (excluding University holiday periods/days), unless negotiated and approved in advance.

**Reviewing the arrangements**

If the participating staff members, supervisor and head of unit agree the job share arrangement should continue beyond the initial term, the participating staff members are required to submit a new application for a period of up to twelve months.

Where it is agreed the arrangement should continue beyond a further twelve month term, the participating staff members may be appointed to part time job share employment contracts, which will be either continuing, or for a fixed-term period in accordance with the relevant Enterprise Agreement. Staff in this instance will relinquish their previous fraction of employment.

**Disestablishment of the job share arrangement**

At any stage, including during the trial period, the job share arrangement may cease on four weeks’ notice if the arrangement no longer meets the operational or business needs of the University, or the requirements of the participating staff members (excluding continuing job share arrangements).
DEFINITIONS

Head of School/Department or Director
Means the portfolio head, dean of a faculty or director of an administrative division or nominee in any case where the lead dean or executive director has formally nominated a person to act as their nominee for the purpose.

Family member
A member of the staff member’s household or a member of the staff member's immediate family which includes spouse, child, parent, grandparent, grandchild, sibling or any other person with whom the University is satisfied that the staff member has a genuine family relationship.

Flexible Working Arrangement
A change to a staff member's usual work arrangements that balances the staff member's need for flexibility and the University's operational requirements. Flexible work arrangements may include, but are not limited to part-time employment arrangements, job-sharing, non-standard start and finish times, or working from home. Refer also to the Working from Home procedure.

HR Business partner
A key member of the Monash HR Business Partnering community and provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.

Substantive position
The position a staff member would normally occupy in the absence of any acting appointment.

Supervisor
The person who is responsible for the supervision of staff member(s) and in most cases this will be the immediate line manager.

Work Area
The work area under the responsibility of the head of unit (or equivalent as defined).

ADMINISTRATION

Parent policy
Employment conditions

Supporting policies
- Equal opportunity
- Ethics Statement
- Integrity and respect
- Leave and wellbeing
- Pay, benefits and entitlements
- Probation, performance and promotion
- Recruitment and appointment

Supporting procedures
- Breastfeeding
- Children in the Workplace
- Flexible Work
- Special Leave
- Working from Home

Supporting documents
Documents
Forms
Flexible Work Request
EA Agreements
Monash University Enterprise Agreement (Academic and Professional Staff) 2014:
- Clause 12 - Dispute Resolution Procedure
- Clause 30 - Voluntary Reduced Working Year
- Clause 39 - Parental Leave
- Clause 56 - Employment Related Grievance Resolution Procedure

Monash University Enterprise Agreement (Trades and Services Staff - Building and Metal Trades Staff) 2009:
- Clause 12 - Dispute Settling Procedures
- Clause 13 - Employment Related Grievance Resolution Procedures
- Clause 53 - Voluntary Reduced Working Year
- Schedule 6, clause 5 - Application of Parental Leave
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<thead>
<tr>
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<tr>
<td>Unit Managers</td>
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<td>HR Business Partners</td>
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<tr>
<td>Chief Human Resources Officer</td>
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<th>Procedure owner</th>
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<td>Director Workplace Relations</td>
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<td>ask.monash</td>
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<tr>
<td>or phone Monash HR on (03) 990 20400</td>
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