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FLEXIBLE WORK POLICY

Section	People and Organisation Development		
Approval Date	08.06.2020	Approved by	Executive Team
Next Review	25.07.2021	Responsibility	Manager - People and Organisation Development
Last review	n/a [new policy]	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.

To assist with the promotion of the wellbeing of NMIT team members and support the development of a high-performing, customer-focused organization.

This policy details the 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 starting and ending work are managed;
- how work is managed in the workplace to help employees and businesses.

DEFINITIONS

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

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

RESPONSIBILITIES

Team member	<ul style="list-style-type: none">• Discuss request directly with line manager in the first instance• Complete Flexible Work Request Form and provide to line manager for approval
Line manager	<ul style="list-style-type: none">• Discuss with team member and consider request in a fair and equitable manner• 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 writing (using letter templates, available from Intranet)• Provide POD a copy of the Flexible Work Request Form and response letter for team member file• Ensure regular follow-up and three-monthly reviews take place when approval is given
POD	<ul style="list-style-type: none">• Support and advise on employment relations and policy
Health & Safety	<ul style="list-style-type: none">• Support and advise on health and safety concerns
Relevant Executive	<ul style="list-style-type: none">• Be aware of Flexible Work arrangements within specific area

PRINCIPLES

1. All approved requests for flexible working arrangements will be subject to review every 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 member's 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. If approved, all arrangements must be confirmed and accepted in writing and a copy of the **request form** and **approval letter** provided to POD for team member file before arrangement commences. If not approved, the line manager is to advise the team member directly.

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 prior to working from home.
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 member's 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;
 - Provides a copy of completed request form (and approved / declined letter) to POD for the team member's file;
 - 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.
- Executive team member
 - Confirms approval by signing form or advises reason if the request not approved.
- POD
 - Save approved requests to employee file
 - Record changes and reviews

REFERENCES

INTERNAL

[Flexible Work Request Form](#) [Available from Forms, Templates and Guidelines section of QMS]

[Flexible Work – Approve Letter template](#) [Available from Forms, Templates and Guidelines section of QMS]

[Flexible Work - Decline Letter template](#) [Available from Forms, Templates and Guidelines section of QMS]

[Home Office Self-Assessment Checklist](#) [Available from Forms, Templates and Guidelines section of QMS]

[IT Acceptable Use Policy](#)

[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, 1993

Holidays Act 2003

Parental Leave and Employment Protection Act 1987

Accident Compensation Act 2001