

## Flexible Employment Policy

<b>Last Modified</b>	May 2019
<b>Review Date</b>	May 2021
<b>Approval Authority</b>	Executive Director, Human Resources
<b>Contact Officer</b>	HR Manager, Operations and Legal – Human Resources

### Introduction

This policy supports the University of Canterbury's commitment to flexible work arrangements for employees who have care of another person under the provisions of Part [6AA](#) of the [Employment Relations Act 2000 \(New Zealand Legislation website\)](#) (ERA). The application process and associated forms for flexible work arrangements under the ERA, can be found within the [HR Intranet \(University HR intranet\) \(Staff Only\)](#).

This policy also provides a prospect for those employees who, for a variety of reasons (outside of those covered by the ERA), seek flexible work opportunities, including further study and career development and personal/lifestyle reasons.

If a request for flexible work arrangements is made, other than pursuant to the ERA, the terms of this policy will apply.

### Definitions

**Employee** – for the purposes of this policy, has the same meaning as set out in the [Employment Relations Act 2000 \(New Zealand Legislation website\)](#).

**Flexible work arrangements** – include but are not limited to

- **Changes to hours of work / flexible working hours** – the situation where a person wishes to change their usual hours of work. By way of example, this may be by varying the days of work or varying the hours of work (such as varying the start and/or finish times) without reducing the total number of hours worked.
- **Job-sharing** – the situation where a maximum of two part-time roles share one full-time position. Unlike separate part-time roles, with a job share both employees are

jointly accountable for the overall performance of the whole role, and have responsibility for the quality of outputs and the full range of tasks/outcomes expected from the position. Job-sharing will only be considered when a particular role cannot reasonably be separated into two distinct part-time positions.

- **Part-time work / reduction in hours** – the situation where a person wishes to reduce the total number of hours worked in their position. By way of example, this may be by reducing the number of days worked each week, or reducing the number of hours worked each day.
- **Working from an alternative place of work** – the situation where a person wishes to work from an alternative place of work (other than the University site), including working from home and other alternative locations. Working from an alternative place of work will not change employment status or job responsibilities, nor will there be any reduction in hours.

Applications for flexible working arrangements may be for a permanent or fixed-term variation to the employee's usual working arrangements.

## Policy Statement

The University is committed to flexible employment and will consider applications under [Part 6AA](#) of the [Employment Relations Act 2000 \(New Zealand Legislation website\)](#) in accordance with the requirements of that Act. The University will also give consideration to applications made outside of this Act in recognition of changes in individual employee circumstances. However, the approval of such applications lies entirely at the discretion of the Employer who will consider the proposal in light of the University's staffing and financial situation, the requirements of the position and the interests of the employee's member's department or school.

While the University will consider any proposal, flexible work arrangements may not be appropriate in all departments or positions.

## Procedures

An intention to apply for any flexible work arrangement should normally be discussed first with the employee's Head/Manager, and Human Resources Advisor. Following such discussion, an application for flexible work arrangements should be made in writing.

In all cases, a thorough analysis of the application including consultation with the employee's Head/Manager and Human Resources staff will be completed. There may be implications for leave entitlements, including Long Service Leave and Retirement Leave calculations, and superannuation in electing a flexible work arrangement. These should be discussed with the relevant Human Resources Advisor.

Any approved flexible work arrangements will be recorded in a variation to the employee's individual employment agreement.

## Related Documents and Information

### Legislation

- [Employment Relations Act 2000 \(New Zealand Legislation website\)](#)
- [Human Rights Act 1993 \(New Zealand Legislation website\)](#)

### UC Policy Library

- [Equal Employment Opportunity \(EEO\) Policy \(PDF, 203KB\)](#)

### UC Website and Intranet

- [Employment Agreements \(University Human Resources website\)](#)
- [Request Flexible Working Arrangements \(FWA\) under Employment Relations Act \(University Human Resources intranet\) \(Staff Only\)](#)
- [Apply to Work from Home \(University Human Resources Intranet\) \(Staff Only\)](#)
- [Retire from UC \(Human Resources intranet\) \(Staff Only\)](#)
- [Guideline: Discretionary Leave \(University HR intranet\) \(Staff Only\)](#)

For further information, see the [Human Resources website](#) or contact the [HR Advisors](#).

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
<i>For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a></i>			
1.00	Converted document to new template & updated hyperlinks	Policy Unit	Oct 2013
1.01	Hyperlinks updated	Policy Unit	Jul 2014
2.00	Scheduled review by Contact Officer	Policy Unit	Dec 2015
3.00	Scheduled review by Contact Officer – minor changes only: employee definition changed, removal of “staff”.	Policy Unit	March 2017
4.00	Scheduled review by Contact Officer, minor changes, some hyperlinks added.	Policy Unit	March 2018
5.00	Scheduled review – updated hyperlinks.	Executive Director, Human Resources	May 2019

**This policy remains in force until it is updated.**