

## Flexible Work Policy and Procedures

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**Business Owner:** Executive Director, People, Culture and Wellbeing  
**Approval Authority:** Vice-Chancellor

### BACKGROUND

Flexible working arrangements for Lincoln University staff can be accommodated for a range of roles and functions, at specific times in particular circumstances.

Employment legislation provides for staff to make application to enable them to work from home in order to meet their particular personal and family circumstances. In particular, employees with children under five or with disabled children have the statutory right to request changes to their working arrangements.

Lincoln University policy is applicable to all staff and all applications from staff will be considered in the context of the following policy details.

### 1. PURPOSE

Lincoln University flexible working arrangements can mean flexible starting and finishing times, job sharing, part-time work, compressed working weeks, working in term-time only, or working from home.

Approval for flexible working arrangements are discretionary and do not constitute a contractual entitlement or create an expectation of permanency.

The University may at its sole discretion, determine whether or not an employee's duties are suitable for the flexible working arrangement requested by the employee;

The University reserves the right to vary, modify or end any flexible working arrangement at any time for any reason after consultation with the employee.

### 2. RESPONSIBILITIES

2.1 It is the responsibility of the employee to complete the attached flexible working arrangement application form and present it to their manager for consideration and response.

Applications for flexible working arrangements will be approved or declined in the context of whether the requirements of the role in meeting the needs of the University can be achieved to the satisfaction of the applicant's manager.

2.2 It is the responsibility of the University's relevant Manager in consultation with HR to ensure that:

- a. Due consideration is given and timely responses provided to requests for flexible working

- arrangement applications from any employee;
- b. Where a request for flexible working arrangements, including working from home requests pursuant to Part 6AA of the Employment Relations Act 2000 is received, the request is to be fairly considered and responded to in accordance with the relevant obligations under Part 6AA of the Employment Relations Act 2000
  - c. Where a request for short-term flexible working arrangements by a person affected by family violence is received, the request must be fairly considered and responded to in accordance with the relevant obligations under Part 6AB of the Employment Relations Act 2000.
- 2.3 It is the responsibility of the employees to ensure that:
- a. Where a request for working from home is made pursuant to 6AA of the Employment Relations Act 2000, such request satisfies the requirements set out in that Act;
  - b. Where a request for working from home is made pursuant to Part 6AB of the Employment Relations Act 2000, such request satisfies the requirements set out in that Act;

### **3. Health and Safety**

- 3.1 Lincoln University and employees must comply with and abide by their respective obligations under the Health and Safety at Work Act 2015, its subsequent amendments and any substituting legislation.

### **4. Workspace**

Where an application for flexible working arrangements includes a proposal to work from home:

- 4.1 The workspace/workstation the employee intends using needs to be approved by the University to ensure it is suitable for the effective and safe performance of the employee's duties.
- 4.2 The University will not provide duplicate IT equipment to enable a staff member to work from home.
- 4.3 The University may request photographs of the employee's workstation to assess ergonomic set-up.
- 4.4 The employee must immediately notify the University of any change to the home office setup that may adversely affect the employee's ability to effectively and safely perform their duties.

### **5. Hours of Work**

- 5.1 The employee and the employee's manager will agree to the hours that the employee can work from home, the University campus or other location, and will document this.
- 5.2 Hours of work should not exceed the employees usual and agreed hours of work on a regular basis.

### **6. Security Considerations**

- 6.1 All University policies and procedures regarding the protection of confidential business information continue to apply in working from home arrangement. Work related information and data is to be kept secure, either in locked storage or by restricting access to work related files on computers.

### **7. LINKS TO RELATED LEGISLATION**

7.1 [The Health and Safety at Work Act 2015](#)

7.2 [Employment Relations Act 2000](#)

### **8. LINKS TO RELATED DOCUMENTS**

8.1 [Health and Safety Policy](#)

8.2 [Accident Reporting and Investigation Procedure](#)

- 8.3 [Hazard Management Policy](#)
- 8.4 [IT Acceptable Use Policy](#)
- 8.5 [Working from Home Health and Safety Guidelines](#)

# Appendix A



**LINCOLN  
UNIVERSITY**  
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## Flexible Work Application Form

*Details can be cut and paste into an email, but must be complete and accurate*

Full Name				Date	
Job Position					
Employer / Manager Name					
<b>I would like to request a variation to my current working arrangements which are :</b>					
Place(s) of work	Full street address(s)				
Days and hours of work					
<b>My proposed working arrangement is:</b> (Tick appropriate box)					
<input type="checkbox"/> Working from home	<input type="checkbox"/> Flexi time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Job share		
<input type="checkbox"/> Condensed working week					
<input type="checkbox"/> Alternative arrangement detail below this may be a combination of two arrangements or a different version					
If applying to work from home please include technology requirements here					
Place(s) of work If more than one location state both address's	Full street address(s)				
Days and hours of work If working from home specify both hours at work and home	If flexitime state hours to work between				
<b>I would like the new working arrangement to be <u>permanent</u> and start from:</b> (Please write in full - Day of the week, Date, Month and Year and allow at least one month's notice of start date)					
<b>I would like the new working arrangement to be <u>temporary</u></b> (Please write in full - Day of the week, Date, Month and Year and allow at least one month's notice of start date)					
Starting :					
Finishing :					
<b>The reason for my request is to:</b> (Note: This is optional)					

***I believe that the new working arrangements;***

*Complete all relevant sections, if there are no benefits or impacts on a specific group state 'Not Applicable'*

***will benefit me by ;***

***will benefit the business (and employer) by ;***

***will benefit the team by;***

***will benefit the customers by;***

***could have the following impacts for the business (and employer);***

***could have the following impacts for the team;***

***could have the following impacts for the customers;***

***I suggest we could fix the impacts by;***

**Signed:**

**PRINT NAME:**

**Date:**

# Appendix B



## Employer's / Manager's Response Form

This form can be used to approve your employee's request, approve an alternative arrangement or decline a request. This form can be cut and paste into an email.

<b>TO:</b>	<i>Employee's Full Name</i>	<b>on the</b>	<i>Date</i>
<b>in position of</b>	<i>Job Position</i>		
<b>I</b>	<i>Employer / Manager Name and Position</i>		
<b>have considered your request for a variation to your working arrangements</b>			

*EITHER*

**I can confirm that I have approved your request for**

*Detail arrangements including place(s), days and times of work.*

*OR*

**I am unable to accommodate your original request. However, I am able to offer the following alternative arrangement, which we have discussed and you agreed would be suitable to you**

*Detail arrangements including place(s), days and times of work.*

*OR*

**I am declining your request at this time for the following reasons as discussed with you.**

*Detail the reasons*

**Your new working arrangement will commence from:**

<b>Start Date</b>		<b>Finish Date (If Temporary)</b>	
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**If permanent we will review the arrangement after a 3 month trial period**

**Signed:**

**PRINT NAME:**

**Note to employee:**

If you have any questions on the information provided on this form, please contact me as soon as possible to discuss.

Please note that the change in your working arrangement will be a change to your terms and conditions of employment for the specified period of time identified and agreed. If the change is permanent, you will have no right to revert to your previous working arrangement unless both parties agree.

If working from home is part of this arrangement then you are responsible to ensure your home environment is set up appropriately to work safely.