



## **THE LAKES SOUTH MORANG COLLEGE FLEXIBLE WORK POLICY**

### **Rationale:**

- The Lakes South Morang College recognises the increased importance of flexible work options and family friendly work practices in maintaining a diverse, adaptive and high performing work force able to meet current and future educational needs.

### **Aims:**

- To provide a working environment that allows employees a variety of flexible work options, whilst contributing to improved performance, productivity and morale.

### **Implementation:**

- Our school values the benefits that flexible working arrangements can bring to the workplace.
- Current flexible work options can be broadly categorised as:
  - working time variation, for example, part time, early start/early finish, compressed hours;
  - leave variation, for example sabbatical, leave on half pay, time in lieu;
  - location variations, for example, working from home;
  - whole school or work unit approaches, for example, scheduling meetings to provide meeting free days or weeks.
- Staff seeking a part-time, flexible work option must do so in writing to the Principal by no later than the beginning of Term 3 of the previous year (where possible), stipulating the arrangements of the option, commencement date and advantages for the employee. Staff requesting a time fraction reduction must consider a suitable teaching partner to ensure a 1.0 teaching load that allows for seamless timetabling options.
- Staff seeking other flexible working options must do so in writing to the Principal by no later than the beginning of Term 3 of the previous year (where possible), stipulating the arrangements of the option, commencement date, advantages for the employee, any equipment necessary (computers for telecommuting), proposed performance indicators, and anticipated benefits or effects to the current school program.
- The decision to implement a flexible work option, which includes any request for six months or one year leave from The Lakes, remains with the Principal who will form a decision based on the needs of the school.
- The Principal will keep the School Council President informed of flexible work options being considered.
- When considering a flexible work option, the Principal must consider the effectiveness of the workplace as the highest priority. Generally, proposed flexible work options that compromise the efficiency of the workplace will not be considered.
- Arrangements made must also conform to relevant legislation, agreements and awards. Not all requests for flexible work arrangements can be met.
- All flexible work options will be communicated to the remainder of staff to ensure effective communication remains, and to promote the concept with others.
- The Principal Class will exercise flexible work options where beneficial to themselves and the school, so as to provide a role model for others.

### **Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was ratified at School Council 15/05/18

***The Lakes South Morang College Child Safety Statement:***

*To thrive, children need a safe and supportive environment at school, at home and in the broader community; no exceptions. At The Lakes South Morang College, we believe meeting the physical and emotional needs of our students is paramount in laying the foundations for a fulfilling future. We pledge to provide an environment that has zero tolerance to child abuse and will strive to work in partnership with our parents and community members to keep our students safe every day, in every way.*