

VARIABLE WORKING HOURS ARRANGEMENTS (FLEX TIME) PROCEDURE



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1 PURPOSE

- 1.1 Variable working hours arrangements (flex time) provide flexibility for employees with family responsibilities and other personal commitments during normal working hours. This procedure outlines how supervisors and employees of CQUniversity may negotiate a flexible working pattern in response to the operational needs of the organisational unit and/or in response to the needs of the employees within it.
- 1.2 Variable working hours arrangements (flex time) do not replace other forms of leave available to employees for specific purposes e.g. sick leave or annual leave.
- 1.3 Variable working hours arrangements (flex time) are at the instigation of the employee, which must not be confused with TOIL or Over Time, which is at the instigation of the employer.

2 SCOPE

- 2.1 This procedure applies to professional or support research-only employees (excluding casual employees). Employees on annualised hours are not eligible and should complete paper-based timesheets for recording of hours worked.

3 PROCEDURE

Application of variable working hours arrangement

Approval

- 3.1 Employees may request consideration for a variable working hours arrangement (flex time). Approval will be at the discretion of the supervisor, with support from the head of organisational area, and will depend on balancing the operational requirements of the unit with the increased flexibility options for the employee. Approval must be sought **prior** to accrual of any additional time.

Application

- 3.2 Employees may accrue flex time in addition to their total number of ordinary hours, in order to take such accumulated flex time off at a later date, as approved by their supervisor. Flex time must be worked and taken in accordance with operational needs, while meeting personal needs where possible. Examples of a variable working hours (flex time) arrangement include:
- working additional flex time during the fortnight in order to take a day off
 - accruing time to take an afternoon or morning off for personal reasons.
- 3.3 Employees may, with the approval of their supervisor, carry a negative balance of up to one working day's accrual into the next fortnight or rostered work cycle. Carryover of a negative flex balance in excess of an ordinary working day into the subsequent pay period is not permitted except in exceptional circumstances.
- 3.4 Use of accrued time must be approved in advance by the supervisor.
- 3.5 Variable hours (flex time) does not accumulate whilst an employee is on approved leave.
- 3.6 Employees must ensure they continue to take appropriate meal breaks and rest pauses prescribed in the [Central Queensland University Enterprise Agreement 2017](#) (e.g. minimum 30 minute lunch break during an ordinary work day). Employees are not permitted to work through lunch and then claim that time towards accrued flex time.

Maximum accrual

- 3.7 The maximum accrual of flex time within a work area will be determined by the supervisor on the basis of the operational needs of the organisational unit and/or in response to the needs of the employees within the unit.
- 3.8 However, supervisors shall not authorise, under any circumstances, the accrual of flex time for full-time employees of greater than three days; pro-rata for part-time employees.

Recording worked hours

- 3.9 Employee (except those on flexible work year or annualised hours arrangements) participating in the variable working hours (flex time) arrangements must record hours worked in the timekeeper section in the Employee Self Service Online (ESSO). The timekeeping timesheet will be saved daily and submitted to the supervisor fortnightly for verification and approval.
- 3.10 Employees on flexible work year participating in flexible working hours arrangements must complete a University excel timesheet daily. This timesheet will be signed by the employee at the end of each fortnight and submitted to their supervisor for verification and signature. Timesheets must be kept in the work area for a period of seven years.
- 3.11 The University may, from time-to-time, conduct audits of both timekeeper and timesheets.

Accrued time at termination

- 3.12 The supervisor should ensure, wherever practical, that all accrued time is taken by an employee prior to their termination of employment.

Grievances

- 3.13 The head of the organisational area shall have the right to refuse an employee's participation in the arrangement where there would be an impediment to the efficient operation of the organisational unit. If requested, the head must provide a written explanation to the employee for refusing their participation in the arrangement.
- 3.14 Should a dispute arise between a supervisor and an employee regarding participation in the arrangements, the matter should be dealt with through the Grievance Resolution Procedures as outlined in the [Enterprise Agreement](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Successful application of this procedure requires rigorous enforcement by supervisors and it is thus the responsibility of supervisors to ensure that any variable working hours (flex time) arrangement in their work area operates in accordance with these procedures.
- 4.2 Supervisors are also responsible for ensuring that application of this procedure is not used to mask resourcing deficiencies, poor work practices or performance issues, any of which may result in employees working extra hours.
- 4.3 The Director, People and Culture is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.4 No additional reporting is required.

Records management

- 4.5 Employees must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Flex time: the practice of accruing hours in a flexible working pattern, which is worked with the supervisor's approval and in accordance with the work cycle as described in the [Enterprise Agreement](#). Flex time also allows for time off on a regular basis, e.g. weekly, fortnightly, monthly (formerly 'Rostered Day Off (RDO)) and must be accrued with the supervisor's approval and in accordance with this procedure and the [Enterprise Agreement](#).

Time off in-lieu of paid overtime (TOIL): hours of work taken off by an employee in lieu of paid overtime, to be compensated at the appropriate overtime rate set out in the [Enterprise Agreement](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)

7 FEEDBACK

- 7.1 University employees and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	7/08/2021

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