

Flexible work checklist

Is this right for me?



Things to consider

Flexible work arrangements can include a reduction from full-time to part-time hours, working from home, annualised hours, purchase of additional annual leave, end of career contracts, change of hours and deferred salary scheme. These can be put in place for short or long-term depending on you and your team's needs.

Seeking a flexible working arrangement is an individual choice and will require you to:

- consider your personal circumstances;
- work requirements; and,
- be discussed and agreed with your manager.

Using the checklist below, and being prepared to discuss possibilities with your manager, will help you present a sound case for how a flexible work arrangement may work for you, and your team.

Personal circumstances

Have I considered...

- ☐ how effectively I can balance personal and/or family responsibilities **and** work commitments with the proposed arrangement?
- ☐ financial impact of changing work hours, including reduced take home pay and reduced superannuation contributions?
- ☐ making myself available to attend face-to-face meetings to develop / maintain a relationship with my team?
- ☐ if working from home, I have a workspace that is safe, free from hazards, distraction and background noise? Use these [resources](#) to see if this will be the right option for you. *Note:* Working from home is not to replace the appropriate use of sick leave, or formal childcare arrangements.
- ☐ making myself accessible to team members, colleagues and others when required, including having voice mail or email messages indicating how and when to reach me?
- ☐ if my working style is compatible with the flexible working arrangement (ie time management and organisation skills)
- ☐ if I can remain flexible about my flexibility needs?
- ☐ alternative flexible arrangements if my preferred option is not feasible?

- ☐ if there are options outside of changing my work arrangements that will assist me to better balance personal and/or family responsibilities with work commitments?

Work requirements

Have I considered...

- ☐ how to provide team members and colleagues with information they may need while on a flexible work arrangement?
- ☐ how to obtain the information I need to do my job effectively while on a flexible work arrangement?
- ☐ how my flexible work arrangement could impact my team members and colleagues?
- ☐ I may need to volunteer other ways of keeping up to date on work if needed?
- ☐ whether I can set an appropriate schedule that serves the needs of my team, work priorities and job requirements?
- ☐ if my job requires me to have face-to-face customer contact, and the impact a change of work schedule would have on my ability to do my job and on my fellow team members?
- ☐ if my job requirements need to be redesigned to fit my proposed flexible work arrangement?
- ☐ whether the business needs of the University limit the flexible work options I can consider?
- ☐ how and when to get work done when unexpected deadlines arise, without negatively impacting on my team?
- ☐ if my job has critical timeframes, and how I would meet them if I am reducing my work hours?
- ☐ how long the work arrangements will be in place, and if it can be reversed? Will a contract variation be required? It is in the interest of both parties to document any arrangements (formal or informal) that are agreed on.
- ☐ all flexible work arrangements should include a point of review. This is so you and your manager can discuss if the arrangement is working for all parties.

Next Steps

Have a brief discussion with your manager to let them know you are thinking about seeking flexible work arrangement and make a time in the near future to sit down with them and present your case.

Do your homework! Work through your preferred option for flexible work and have in mind alternative option/s in case your request can't be accommodated.

Work with your manager to find a flexible work arrangement that may work for you and your team.

You will need to provide your request in writing, particularly if the request is for a long-term arrangement or is one that will affect your pay and entitlements.

Follow up any changes that are required to implement the arrangement by preparing the necessary forms for approval, or discussing with your HR Account Manager.

If your request for a flexible work arrangement is not approved, you may like to discuss further with your [People and Culture Business Partner](#), or consider alternatives that would be more suitable for your situation.

Remember

Successful flexible working arrangements, particularly those which reduce your presence in the physical workplace, require both you and your manager to be satisfied that the arrangements can be accommodated without adversely impacting your colleagues and the university.

Be prepared to be open to alternative options – it may take time to work out which option assists you to balance personal and/or family responsibilities with work commitments.