

**FLEXIBLE WORK ARRANGEMENTS**

**IMPLEMENTATION**

Critical components of successful flexible arrangement implementation include:

* Work arrangements
* Communication
* The attitudes of principal, the leadership team and other colleagues.

**PROTOCOLS TO SUPPORT SUCCESSFUL IMPLEMENTATION**

* Communication is a two-way process. Leadership and all employees each have their respective responsibilities. Information exchange and co-ordination is important to making flexible working arrangements successful.
* Meetings will be scheduled to maximise attendance. Employees working in flexible arrangements should have at least some hours in common in the week and these should cover attendance at key meetings.
* Arrangements will be publicised for transparency so that the work schedules of those working in flexible arrangements are known. It is important that everyone knows when and where colleagues are working.
* Arrangements will to be communicated to all relevant stakeholders. This may involve letting students, parents, colleagues and School Council members know of the arrangements. Email signature blocks should indicate hours of availability. Employees working in flexible arrangements have a joint responsibility to keep the parent community informed of any changes to their routine to help ensure smooth operation. Techniques and tools such as phone protocols, buddy systems, sign-out books, voice mail, email, social networking and mobile phones may also assist with communication.
* Arrangements will be made for colleagues to access documents and resources that may be required when they employee is not available. It is the responsibility of the employee in flexible work arrangements to access these documents and resources to remain informed of the school’s operation. There is an expectation that employees working in flexible arrangements access and read the daily Bulletin and any Department/Grade Level meeting minutes.
* School leaders should be able to contact employees in flexible work arrangements if necessary. Respect for privacy means such contact should occur only when necessary.

**REVIEW DATE**

This policy was last ratified by School Council in 2020 and will be reviewed in 2021.