DISTRICT COUNCIL OF Streaky Bay
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FLEXI-TIME POLICY

Policy No: **DCSB-HR-12.14**	Approved on: **19 August 2019**	Administered by: **Chief Executive Officer**
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Classification: **Human Resources**		

Strategic Plan link:
Strategy 1.5.1 Develop and Implement Human Resource Strategy to address staff attraction, retention, succession planning, skills development and career progression

References and related Policies, Procedures and Forms:
Local Government Act 1999
Fair Work Act 1994
Fair Work Act 2009 (Cth) – relevant sections
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
South Australian Municipal Salaried Officers Award
The District Council of Streaky Bay (Enterprise Bargaining) Agreement No 8 – 2018
DCSB-HR-12.03 Equal Employment Opportunity Policy
DCSB-HR-12.04 Leave Entitlement Policy

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1. Definitions

Council – the District Council of Streaky Bay

Manager – means the senior staff member responsible for the day to day supervision of employees

2. Policy Statement

2.1 Council confirms its commitment to develop, maintain and support a comprehensive policy of equal opportunity employment with Council.

2.2 To attain this goal Council will actively support flexi-time where it is reasonable and practical to do so and where operational needs will not be adversely affected.

3. Overview

3.1 This policy prescribes the responsibilities for, and actions required, to manage flexi-time arrangements consistent with The District Council of Streaky Bay (Enterprise Bargaining) Agreement (the EBA).

3.2 Council confirms its commitment to employees through the provision of flexi-time as a means to assist employees to manage their own health, safety, family care and wellbeing. Alternatively to enable individuals to attend to domestic or other responsibilities.

4. Scope

4.1 This policy applies to full-time and part-time staff who work under the EBA.

4.2 The policy does not apply to fixed term contract staff, casual staff or those completing a probationary period.

4.3 The policy does not apply to staff employed under The District Council of Streaky Bay – AWU (Enterprise Bargaining) Agreement.

5. Principles

5.1 Flexi-time is not a voluntary flexible work arrangement as defined under Division 4 – Requests for flexible working arrangements in the *Fair Work Act 2009* (Cth).

5.2 Eligible staff may have a pre-existing flexible working arrangement in place and use flexi-time concurrently.

5.3 Flexi-time is intended to allow staff members to choose, within agreed limits, when to begin and end work, and may be planned to enable individuals to attend to domestic or other responsibilities.

5.4 Staff members may be required to work additional hours during some essential periods, which could, for example, be certain times of the day and / or certain times of the year.

5.5 Staff are required to cover core hours of operation. Core hours are described as normal working hours in the EBA.

5.6 Overtime payments and time off in lieu (TOIL) are distinct from flexi-time.

5.7 Overtime is only incurred when an employee is formally directed by their supervisor to perform work in excess of 76 hours per fortnight or outside of the Span of Hours as set out in the EBA.

5.8 TOIL may be taken as time off in lieu of overtime or paid out and is accrued at the relevant overtime rate according to the South Australian Municipal Salaried Officers Award.

5.9 The accrual of flexi-time shall be subject to the provisions of the EBA.

6. Recording and Taking of Flexi-time

6.1 Staff are required to comply with this policy by:

6.1.1 Accurately recording their start, finish and meal break times daily using Council's designated timesheet;

6.1.2 Arrange to take any credit flexi-hours at a mutually convenient time, in consultation with their manager;

6.1.3 Arrange with their manager to take any flexi-time accrued prior to leaving Council's employment, otherwise the hours will be forfeited

7. Managing and Approving Flexi-time

7.1 It is important the manager actively manages the accrual of flexitime to ensure accruals remain at an acceptable level. Banking large amounts of flexi-time may indicate human resource issues which the manager may need to address.

7.2 The manager will ensure compliance with this policy by:

7.2.1 Managing employee workloads;

7.2.2 Promptly approving flexi-time work patterns;

7.2.3 Approving timesheets and noting any concerns regards accrual levels;

7.2.4 Working with employees to manage their accrual balances in a way that is not detrimental to delivering Council's objectives but also ensure the health and wellbeing of the employee;

7.2.5 Approve all absences.