**Flexible Working Policy**

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*Company Name* recognises that flexible working (i.e. working remotely/from home, flexi-time, part-time, condensed hours, job sharing) is increasingly common and whilst it may be beneficial to both parties, it is important to assess whether this is a feasible option and, if so, to set clear expectations.

Types of flexible working arrangements are outlined in Section 3.1 of the HR Toolkit.

1. **Entitlement**

For an employee, the ability to work from home/remotely or to have flexibility of work hours is completely at the employer’s discretion. If things change, or if the employer considers that the arrangement is negatively impacting the employee’s work or the overall team’s output, the employer may need to review the arrangement and it may be necessary to change the agreement and revert back to working from the office.

1. **Procedure**

**Applying for Flexible Working Arrangements**

The employee is required to make a request for flexible working arrangements under Part 6AA of the Employment Relations 2000. For further information please refer to <https://www.employment.govt.nz/workplace-policies/productive-workplaces/flexible-work/how-to-apply/request-for-flexible-working-arrangements-checklist/>.

**Making the arrangements for working remotely**

Before working remotely, the employee and their manager should document the arrangement. This should specify:

* The arrangement that will apply (how often the employee will work remotely, the duration of the arrangement, timeframe to review the arrangement, hours of work etc.)
* The technology and other equipment the employee will need
* How to ensure health, safety, wellbeing and security while working remotely
* Work expenses and what is reimbursable by the organisation
* How to ensure that confidentiality is maintained

The employer is entitled, at any time, to review the arrangements and revert back to working from the office.

**Making the arrangements for flexibility of work hours**

Before altering work hours to flexi-time, part-time, condensed hours or job-sharing, the employee and their manager should consider the needs of the business and document the arrangement agreed upon. Specifically:

* Flexi-time - the hours that will apply per week/fortnight and the conditions upon which these may be varied
* Part-time – the set hours that will be worked per week/fortnight
* Condensed hours – the agreed hours that the employee will work to achieve their required work hours per week/fortnight
* Job sharing – the specific hours and responsibilities assigned to each party of the job-sharing arrangement

1. **Requirements for working remotely**

**Technology**

Employees may be provided certain technology to assist them to work remotely. This may include a laptop, phone or other equipment relevant to the role.

It is the employee’s responsibility to think about the technology and equipment they may need to make working remotely/working from home a viable option and to list their requirements clearly when making a request for flexible working arrangements.

**Expenses**

It may be the case that the new arrangement creates additional costs for the employer, in which case the decision to invest in this equipment is at the employer’s discretion.

To assist with reasonable set up costs, an employee may be entitled to a one-off set up allowance. This arrangement will be at the employer’s discretion and, as such, is not guaranteed.

The cost of general utilities such as electricity, gas, water and smoke detectors are generally the responsibility of the employee.

**Work related phone calls**

Chargeable work calls made by the employee, for example toll or cell phone, made on the days that an employee works from home, will be reimbursed by the employer, upon providing a receipt.

**Health and Safety**

The employee is responsible for organising a work area that is appropriately set up to ensure that they can work safely. To confirm that this is the case, an employer may request an employee to provide photos of their work location and may also request a health and safety assessment of the workstation.

**Security of information and equipment**

It is the employee’s responsibility to keep all work information secure, especially customer records and any other sensitive material. It is important that reasonable care is taken with company information and equipment.

Employees are not allowed to undertake any work on unsecured Wi-Fi.

**Confidentiality**

It is the employee’s responsibility to keep all client information confidential in accordance with the company’s terms of business and the Privacy Act 1993.

**Productivity measurements**

It is the employee’s responsibility to maintain the agreed levels of productivity. The employer may request additional catch ups or regular written reports on the work undertaken to monitor the employee’s work output.

**Communication**

Communication is expected to be kept prompt and clear at all times between the employer and the employee.

**Employee’s responsibilities**

When working remotely, the employee should:

* Comply with this policy as well as with all other organisational policies and procedures
* Only work from a location that is safe and suitable for working remotely
* Comply with all health and safety requirements
* Not work during any approved period of leave
* Not hold meetings with customers or other employees at their home unless approved by the manager
* Make necessary childcare arrangements and not treat working from home as a substitute for childcare
* Take reasonable steps to keep the organisation’s technology, equipment and information safe and in working order
* Communicate promptly, open and honestly with their employer.

1. **Review**

This policy was reviewed on x date and on x date was implemented into *Company Name.*