

FLEXIBLE WORKING HOURS - LIBRARY STAFF

DEFINITIONS

A full-time staff member is one who works 35 contract hours per week.

A part-time staff member is one who works less than 35 contract hours per week.

A **supervisor** is staff member who checks the time sheets and leave form of staff and is responsible for a section or department.

The **daily contract hours** for a full-time staff member is seven hours.

PART A: Full-time Staff

1. Bandwidth

- 1.1 The Bandwidth is the period of time when staff may work.
- 1.2 The earliest starting time for work will be 7.00 a.m., while the latest finishing time will be 6.00 p.m. unless a member of staff is rostered for an afternoon shift, in which case the latest finishing time will be that indicated by the desk roster.

2. Coretime

- 2.1 Coretime is the time when staff must be on duty unless they have been granted some form of approved leave.
- 2.2 For staff who work at designated service points, such as the reference enquiries desk, the lending services desk and the AV support phone coretime is when they are rostered to staff that service point.
- 2.3 For staff who do not work the majority of their hours at service points, the core time is either 10.00 a.m. to 4.00 p.m. Monday to Friday or those hours negotiated with their supervisor in accord with the needs of the section and the opening hours of the workplace.

3. Hours Worked

- 3.1 A member of staff may select their own starting and finishing times outside their core times provided their supervisor has agreed that there is suitable work to perform and adequate supervision arrangements available for them at those times.
- 3.2 Staff may work a maximum of 10 hours in one day provided their supervisor has agreed that there is suitable work available for them to do at those times. However, shift allowances where applicable, will not be paid for any hours worked in excess of the daily contract hours.
- 3.3 From time to time a supervisor may require a staff member to work their daily contract hours in order for the section to achieve its service objectives.

- 3.4 Full-time staff are entitled to work the daily contract hours on any day Monday to Friday.
- 3.5 Full-time staff must work a minimum of 5 hours on any day Monday to Friday unless they have taken approved leave such as recreational leave, study leave, sick leave, family leave, special leave or flexible working hours leave or are taking approved time in lieu. An exception to this requirement is that staff rostered on afternoon shifts may work less than 5 hours provided they meet the whole of their rostered commitments after the tea break

4. Accumulating Hours for Flexible Working Hours Leave

- 4.1 Staff may accumulate hours throughout an attendance record period of 4 weeks provided the hours do not exceed the maximum carry over debit or credit of 14 hours.
- 4.2 Excess credit hours at the end of a attendance record period are forfeited.
- 4.3 Excess debit hours at the end of a attendance record period will be debited against the staff members accrued recreation leave. Where there is no recreation leave available the time will be accounted for as leave without pay.
- 4.4 Credit hours may be carried over indefinitely and do not have to be used within an attendance record period provided they do not exceed 14 hours, except that a staff member may accumulate credit hours within an attendance record period in excess of 14 hours to a maximum of 35 hours subject to the prior written approval of the Cost Centre Head. However, all credit hours in excess of 35 hours will be forfeited.
- 4.5 When a staff member gives notice of resignation or retirement they must take all reasonable steps to eliminate any credit or debit hours prior to the conclusion of their employment.

5. <u>Attendance Record Sheets</u>

- 5.1 Starting and finishing time are to be recorded to the nearest 5 minutes.
- 5.2 Attendance Record Sheets are to be completed by staff and signed by their supervisor at the end of each week. A weekly tally of credit/debit hours is to be included. Credit/debit hours below the maximum limits may be carried over indefinitely.
- 5.3 Attendance Record Sheets are to be checked by a supervisor and forwarded to Library Administration at the end of each 4 week attendance record period.

6. Flexible working hours leave

- 6.1 Flexible working hours leave may be taken by a staff member with the prior consultation and approval of their supervisor.
- 6.2 Staff who have core time based on a roster for a service point are responsible for making arrangements with their colleagues to cover their rostered times and must notify their supervisor of these arrangements if they wish to take flexible working hours leave.
- During the main teaching weeks the maximum amount of flexible working hours leave that may be taken in an attendance record period is 7 hours. Outside of the main teaching weeks, more than 7 hours may be taken with the approval of the supervisor.

PART B: Part-time Staff

Part-time employees are contracted to work less than 35 hours per week, and the pattern of their attendance may be regular, or irregular as to the hours worked each day or the days of attendance, depending upon the nature of the work to be performed and organisational requirements.

Because of the variability of attendance patterns between part-time staff, the following guidelines may be applied in order to introduce flexibility into their working arrangements:

- (i) Part-time staff may select their own starting and finishing times provided their supervisor has agreed that there is suitable work available for them to do at those times and there are adequate supervisory arrangements in place. Where a staff member wishes to work less than the hours normally worked on any day Monday to Friday, then the shorter working day needs to be approved by the supervisor.
- (ii) By varying their start and finish times in accordance with (i) above, part-time staff may accumulate a maximum accrual of debit or credit hours at the end of each attendance record period of 14 hours.
- (iii) The maximum number of hours that can be taken as flexible working hours leave in any one attendance record period is seven during the main teaching weeks. Outside the main teaching weeks, more than 7 flexible working hours leave may be taken with the specific approval of the supervisor.
- (iv) Flexible working hours leave shall be approved by the supervisor.