

RANGITĪKEI DISTRICT COUNCIL

REMOTE AND FLEXIBLE WORKING POLICY

This policy sets out how we will consider requests for flexible work arrangements. It also outlines how we will enable remote and flexible work options in a way that benefits our employees and customers, and adds value to the role.

| | |
|---------------------|----------------------------------|
| Approved: | 24 May 2021 |
| Approved by: | The Executive Leadership Team |
| Next review: | 24 May 2023 |
| Version number: | 1.0 |
| Who is responsible: | Group Manager People and Culture |

Remote and Flexible Working Policy

CONTENTS

| | |
|--|---|
| Introduction | 2 |
| Scope | 3 |
| Our flexible working principles | 3 |
| If not, why not? | 3 |
| Works for the role | 3 |
| Works for teams | 3 |
| Works for stakeholders | 3 |
| Requires give and take | 3 |
| Mutually beneficial | 3 |
| Types of flexible working | 3 |
| Flexible working equipment and allowances | 4 |
| Availability | 4 |
| Criteria | 4 |
| Applying for flexible working arrangements | 4 |

INTRODUCTION

In a modern organisation much work can be carried out anywhere and at any time.

This includes working outside the office and outside normal office hours. As technology improves and disrupts traditional ideas about “work”, this trend will continue.

Rangitikei District Council wants to provide staff with a process and principles to enable flexible working.

Our aim is to give staff as much flexibility as possible while balancing this against the needs of our organization and community.

SCOPE

This policy applies to all Rangitikei District Council staff.

Our flexible working principles

These principles recognise that proposals and decision making about flexible work should consider benefits and impacts for the individual, role requirements, wider-team and our community.

If not, why not?

All roles should be treated as having the potential for flexibility unless there is a good business reason for them not to. Flexibility is equally available to women, men and gender diverse employees, irrespective of the reason for wanting it. Working flexibly does not undermine career progression or pay.

Works for the role

Every role should be suitable for some form of flexibility but not every type of flexibility will work for every role. Genuine business reasons may mean that some types of flexibility cannot be implemented for some roles.

Works for teams

Flexible working needs to work for your team and should not be viewed as something which is just agreed between you and your manager. This means that the impact of flexible arrangements should be considered on your team and Council as a whole.

Works for stakeholders

Flexible working needs to work for our community. This means we should consider their impact on the services we provide.

Requires give and take

Flexibility requires give and take between you, your manager, and your team. It also places collective obligations on the Council and yourself to be open and adaptable so that it works for everyone.

Mutually beneficial

Flexible working needs to benefit employees, teams and the organisation. Key consideration should be given to how flexible work arrangements can maintain or enhance the performance and delivery of outcomes. It should not result in increased workloads for employees working flexibly, or for other team members who are not.

Actively championed by leaders

Leaders support, champion and role model flexible working for their teams and themselves.

TYPES OF FLEXIBLE WORKING

Flexible working can take many forms:

| | |
|----------------------------------|--|
| Flexibility of Role | Memorability How the role is performed or divided e.g. part time, job sharing |
| Flexibility of Place | Working from alternative locations e.g. working from home, another office, or any other location |
| Flexibility of Schedule | Working flexible hours. e.g. working outside 8am-5pm, working 4x 10 hour days |
| Flexibility of Leave | Supporting flexible leave arrangements e.g. study leave |
| Other flexibility options | If you have another idea for flexibility within your role, let us know so that we can consider how it might be accommodated. |

FLEXIBLE WORKING EQUIPMENT AND ALLOWANCES

As flexible working is a choice rather than a requirement:

- Council will not provide additional equipment to support flexible working arrangements. If you are eligible for flexible working, you'll be issued with a laptop and mobile phone (if appropriate).
- Council will not reimburse costs for working remotely such as electricity or internet. It also can't provide a remote working allowance.
- You will need to make sure you have sufficient internet speeds and data to handle connecting to our Virtual Private Network (VPN)

YOUR RESPONSIBILITIES

If you are working from an alternative location:

- You must take responsibility for your personal health, safety and wellbeing. This includes consideration of your workstation set up and ensuring that you continue to take adequate breaks.
- You will need to ensure that you follow all of our policies and procedures when working remotely, including (but not limited to) our code of conduct, privacy policy and information management / IT processes.

AVAILABILITY

Council's core business hours must continue to be covered, with the majority of staff available between 8:00am – 5:00pm Monday to Friday.

Even if you're on a flexible working arrangement, you must generally remain contactable during these hours, including when you are not physically in the office.

CRITERIA

To be eligible for flexible working you must:

- Be working in a role that's suitable for flexible working.
- Spent at least 6 months in your role (or demonstrate they have achieved sufficient competence in their role to handle flexible working)
- Be able to show you will be able to manage your health, safety and wellbeing when not in the office.
- Commit to working alternative hours, or at a location the council requests, when necessary to meet operational demands.

APPLYING FOR FLEXIBLE WORKING ARRANGEMENTS

Any flexible working arrangement is at the discretion of your line manager. We'd strongly encourage you to discuss any proposed arrangement with them first, then follow up with a formal request in writing.

Your formal request should include:

- The proposed changes to your hours, days and/or place of work; or other flexibility method that you are proposing
- When you want it to start
- Whether this is a permanent or temporary change – if it's temporary then give an end date
- What else needs to happen for the arrangement to work

Please give a reasonable amount of time to put the change in place if it's approved. It may take a bit of time for the arrangements to be made depending on what kind of flexible work you're asking for, and what the timeframe is.

Your manager will give you an answer to your request as soon as possible: within 20 working days at the absolutely longest.

If they refuse your request, they'll provide you with a written response outlining the reasons why.