



## WORKPLACE FLEXIBILITY POLICY

Authorised By:	President (CEO)	Revision: 1.11
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Related Documents:	<a href="#">Staff Leave Policy</a>	
Responsible Officer:	Registrar	
Review:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

### 1. Overview

In order to remain viable as a niche market, non-profit institution, with extremely limited access to government funding, Tabor must be able to respond to changing marketplace needs and opportunities, and also to make strategic changes to its day-to-day operations and the way in which these are carried out.

Tabor is committed to providing the best possible working arrangements in order to meet staff needs and achieve the goals of the institution.

### 2. Scope and Applications

This policy applies to all employees.

### 3. Policy Principles

3.1. Tabor will ensure wherever possible that staff are not disadvantaged by their need to apply for or negotiate special workplace arrangements.

### 4. Procedures

4.1. Flexibility in order to meet the needs of the institution

- 4.1.1. To ensure a sufficient degree of flexibility and ability to respond to various individual and corporate needs and circumstances, provision for flexibility is built into Tabor's workplace practices, as well as Position Descriptions, and various policies and procedures, e.g. Staff Leave Policies and Procedures.
- 4.1.2. Staff appointments will usually be for fixed terms and be subject to annual review which will be conducted, where appropriate, in relation to their renewal at the end of the specified term.

- 4.1.3. To meet the needs of the College, changes in individual roles, responsibilities and methods of working may be made. Such changes will follow appropriate negotiation with the individuals concerned.
- 4.2. Flexibility in order to meet the needs of the individual staff member
  - 4.2.1. To provide flexibility in meeting the personal circumstances and changing needs of Tabor staff members whilst meeting College goal and objectives, the College will strive to take a caring, pastoral approach to staff needs.
  - 4.2.2. Specific forms of flexibility provided by Tabor in order to meet the needs of individual staff members include:
    - 4.2.2.1. The opportunity to negotiate their contracts and aspects of their Position Descriptions
    - 4.2.2.2. Variation in the emphasis given to the component parts of their roles, by negotiation
    - 4.2.2.3. The option of attending non-compulsory Tabor activities, according to personal need and desire
    - 4.2.2.4. Flexible meal break hours
    - 4.2.2.5. A degree of flexibility in starting and finishing times, provided that the minimum number of prescribed hours is completed and allocated responsibilities/duties are satisfactorily completed
    - 4.2.2.6. Time off in lieu of extended after hours work, by arrangement
    - 4.2.2.7. Flexi-time arrangements by formal agreement to allow staff members to meet family needs, whilst still fulfilling the requirements of their roles
    - 4.2.2.8. Leave as outlined in the Staff Leave Policy and Enterprise Agreement 2019
    - 4.2.2.9. Conversion from full-time to part-time employment in circumstances where this is requested by an individual and is appropriate to the needs of his/her Department
    - 4.2.2.10. The option to work from home where appropriate for the given role, by arrangement

## 5. Definitions

See [Global Definitions](#)

## 6. Communication

This policy will be made available on Tabor's Policy Repository and publicly available on Tabor's website.