

## A guide to flexible work at the Office of the Clerk

The Office of the Clerk values its people and is open to flexible working. This resource will assist employees and managers who are considering how flexible working will work best for them.

There are numerous reasons why an employee may request a flexible working arrangement and flexible work itself may take many different forms. All employee requests for flexible working will be considered on a case-by-case basis.

For example, employees may seek flexible working to:	Examples of common forms of flexible work are:
<ul style="list-style-type: none"><li>• Care for dependents</li><li>• Pursue non-work interests</li><li>• Transition to retirement</li><li>• Work from a different geographical location</li></ul>	<ul style="list-style-type: none"><li>• Flexible work hours</li><li>• Flexible weekly or annual work pattern</li><li>• Working at a location other than the specified work place<sup>1</sup></li><li>• Job sharing</li></ul>

Below are some key points for employees and managers to think about when considering a flexible working application and once an arrangement has been put into place.

### **Employees:**

- Can request a variation of their working arrangements at any time, for any reason, and as many times as they want (Employment Relations Act 2000)
- Are responsible for initiating a request for flexible working in writing
- Should think about the benefits for themselves and the employer of a flexible working arrangement
- Should consider the impact of a proposed arrangement on their organisation, team, and individual colleagues and the possible mitigations that could be put in place
- Should be open to trialling and modifying arrangements if they are agreed to.

### **Managers:**

- Should consider any request for flexible working in good faith
- Must consider the impact of the proposed arrangement on the organisation's business needs
- Must respond in writing to an application within one month of receiving it
- Should be open to trialling arrangements
- Should set clear expectations with the employee about how the new arrangement will work and communicate openly about any issues with the flexible working arrangement
- Should consider and respond to any health and safety matters arising from the flexible working arrangement.

### **Resources**

Diversitas has produced a helpful Flexible Work Toolkit that expands on the points above. The toolkit also contains templates for an employee to apply for flexible working and for a manager to respond. This toolkit and templates may be useful when thinking through the different issues that may arise from flexible working for the organisation and individual.

HR can also provide advice.

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<sup>1</sup> Any staff member proposing to work from home must first complete the Office's "Working from home information sheet" (ECM ID: A532855)