

POLICIES AND PROCEDURES

Flexible Work Policy and Procedures

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Business Owner: Executive Director, People, Culture and Wellbeing
Approval Authority: Vice-Chancellor

BACKGROUND

Flexible working arrangements for Lincoln University staff can be accommodated for a range of roles and functions, at specific times in particular circumstances.

Employment legislation provides for staff to make application to enable them to work from home in order to meet their particular personal and family circumstances. In particular, employees with children under five or with disabled children have the statutory right to request changes to their working arrangements.

- arrangement applications from any employee;
- b. Where a request for flexible working arrangements, including working from home requests pursuant to Part 6AA of the Employment Relations Act 2000 is received, the request is to be fairly considered and responded to in accordance with the relevant obligations under Part 6AA of the Employment Relations Act 2000
 - c. Where a request for short-term flexible working arrangements by a person affected by family violence is received, the request must be fairly considered and responded to in accordance with the relevant obligations under Part 6AB of the Employment Relations Act 2000.
- 2.3 It is the responsibility of the employees to ensure that:
- a. Where a request for working from home is made pursuant to 6AA of the Employment Relations Act 2000, such request satisfies the requirements set out in that Act;
 - b. Where a request for working from home is made pursuant to Part 6AB of the Employment Relations Act 2000, such request satisfies the requirements set out in that Act;

3. Health and Safety

- 3.1 Lincoln University and employees ~~employees~~ comply with and abide by their respective obligations under the Health and Safety at Work Act 2015, its subsequent amendments and any substituting legislation.

4. Workspace

Where an application for flexible working arrangements includes a proposal to work from home:

- 4.1 The workspace/workstation the employee intends using needs to be approved by the University to ensure it is suitable for the effective and safe performance of the employee's duties.
- 4.2 The University will not provide duplicate IT equipment to enable a staff member to work from home.
- 4.3 The University may request photographs of the employee's workstation to assess ergonomic set-up.
- 4.4 ~~The~~ employee must immediately notify the University of any change to the home office setup that may adversely affect the empl

- 8.3 [Hazard Management Policy](#)
- 8.4 [IT Acceptable Use Policy](#)
- 8.5 [Working from Home Health and Safety Guidelines](#)

I believe that the new working arrangements;

will benefit me by ;

Appendix B