

# South Bank Corporation Policy

## Corporate Services

**SUBJECT:** Flexible Working Hours – Office start and finish times  
**DATE CREATED:** January 2006  
**REVIEW DATE:** January 2007

### Purpose

To provide employees with more flexible employment arrangements which allow variable start and finish times around the standard full time work hours. The Corporation prescribes core office hours when employees have to be at work, and gives employees flexibility to start and finish within the non-core hours at the beginning and end of the day.

Flexible work practices aim for the best possible balance between the interests of the Corporation, the delivery of services to the community and the interests of the individual employee. Flexible work hours are intended to better accommodate a work-life balance and allow people more time to spend with family or pursuing their other interests.

### Standard Hours of Work

The full time working hours for permanent employees are thirty-eight (38) per week (7 hours & 36 minutes per day). Business hours for South Bank House are between the hours of 8:30am and 5:00pm Monday to Friday.

### Core Office Hours

Core office hours are the minimum hours during the day that all fulltime employees must attend work as part of their 7.6 hour day. The Core office hours where all office employees are required to be present are 9:00am until 4:30pm Monday to Friday.

### Flexible Working Hours – start and finish times

Employees may work flexible hours, provided they include the normal span of Core office hours in accordance with this Policy. Under this policy an office employee may request flexible start and finish times by mutually agreeing on these times with their Team manager. Flexible working hours represent an agreed arrangement between the Team manager and employee for work to be carried out over hours that are requested by the employee which vary from the span of standard office hours.

Effectively this policy allows the employee flexibility to complete a 7.6 hour work day by starting at any time before 9:00am in the morning, and finishing at any time after 4:30 in the afternoon.

Any such arrangement does not alter the number of hours the employee is contracted to work, and shall not attract any overtime, time in lieu or other additional payments.

Any arrangements made shall be reviewed on a regular basis to ensure that the ongoing requirements of the Corporation and employee are met. Flexible

working hours may not be approved where the Corporation will incur additional costs or a reduction in service. There may be certain office based positions where flexible working hours cannot be made available to staff members due to service requirements and the needs of the business. For example, reception & Visitor Information Centre workers interface directly with members of the public and other visitors, and have fixed start and finish times to undertake these tasks.

### **Application**

This policy applies to office employees who work a standard shift. An application to work flexible hours must be approved by the team manager, who will ensure that the team provides sufficient coverage to meet business and operating needs across the work day. A lunch break must be scheduled daily and for a minimum of 30 minutes.

Examples:

1. An employee may commence at 9.00am, have a ½ hour lunch break, and finish at 5.06pm.
2. An employee may commence at 8.00am, have a 1 hour break and finish at 4.36pm.

### **Other departments**

This policy applies to office employees. Alternate working arrangements apply to other areas of the Corporation depending on the nature of the work and the needs of the business. For example:

- Car Park – operates 20 hours per day, 7 days per week. Permanent employees are rostered to work daytime or evening shifts of various durations.
- Maintenance & Horticulture – outdoor worker shifts are designed to minimise exposure to the sun, and will generally start and finish earlier than office shifts.
- Events – hours vary depending on scheduled event and venue hire activities.

