



22. Flexible Working Hours (Flextime Scheme)



This is the twenty-second in a series of fact sheets to assist CSIRO union members better understand and enforce our rights at work. The source of these rights is contained in the new CSIRO Enterprise Agreement 2011-2014 (EA).

Know Your Rights

Which part of the EA covers Flexible Working Hours?

Clause 80 covers flexible working hours/flextime scheme. Staff are strongly encouraged to read this Clause in full. This Know Your Rights fact sheet deals with the flextime scheme for full-time staff. The provisions for part-time staff will be covered in a future Know Your Rights fact sheet.

What are my Hours of Duty?

Full-time staff must average 73 hours and 30 minutes a fortnight (Clause 80e).

Am I required to record my attendance to access flextime?

To access formal flextime provisions, staff at CSOF Levels 1 to 4 are required to record daily attendance, unless offered exemption from this requirement by the Delegate (e.g. Chief). Staff at CSOF Level 5 and above are exempt from formal flextime provisions and recording attendance, but can access informal flexible attendance arrangements when agreed with their line manager (Clauses 80a and c).

Do formal flextime provisions apply to all staff at CSOF Levels 1 to 4?

No. They do not apply to shift workers or casual staff. Access to flextime provisions are also subject to operational requirements, but are standard practice at CSIRO and expected to apply in most situations (Clause 80b).

What are 'Attendance bandwidth', 'Core time', 'Flexible periods' and 'Standard hours'?

The 'Attendance bandwidth' is a span of hours of ten hours duration between the hours of 6am and 6pm Monday to Friday. The bandwidth along with standard hours, core time, flexible periods and lunch period, can vary from site to site and between different categories of staff. Any change to the bandwidth must occur in consultation with staff and the Staff Association.

Within the bandwidth, a period of not more than four hours will be designated as 'Core time' during which attendance is mandatory unless leave or flex leave is approved. Core time can comprise one or two time blocks.

The time outside the core time, but within the bandwidth is deemed to be 'Flexible periods' and individual staff have the scope to vary their attendance pattern within these hours, subject to work requirements.

'Standard hours' is a fixed period within the bandwidth of 7 hours 21 minutes plus at least 30 minutes for lunch. In practice, for most staff, standard hours are used as the hours to be entered when taking leave (Clause 80d).

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What is the entitlement to accrue and use flex credits?

Flex credit is the time worked in excess of 7 hours and 21 minutes each day within the bandwidth. A maximum of 10 hours flex credit may be accumulated in each pay fortnight unless otherwise approved by the Delegate following a recommendation by a line manager. A maximum of 60 hours flex credit may be accrued in total (Clause 80f).

If a staff member applies to access their leave credit, the onus is on CSIRO to approve the leave, but if refused, there is a maximum of 3 months to provide an opportunity for the leave to be taken.

What is the entitlement to accrue flex debit?

Flex debit is the time worked short of 7 hours 21 minutes each day within the bandwidth. The maximum allowable flex debit at the completion of any pay fortnight is 10 hours. Any debits in excess of 10 hours at the end of any pay fortnight period must be covered by submission of a leave application (Clauses 80f and h).

Is travel within and outside the bandwidth both regarded as work?

Yes. Business related travel within the bandwidth is regarded as time on duty for the purposes of flex credit accrual (Clause 80j) or accessing informal flexible attendance arrangements. Travel outside the bandwidth, when approved by a line manager, is also regarded as time on duty (Clause 33e).

Authorised by Sam Popovski, Secretary, CSIRO Staff Association, November 2011.