**Agreement on Flexitime Working Arrangements for the School of Biological Sciences and Biotechnology, Technical Staff.**

This agreement is made pursuant to the Murdoch University policy on General Staff Flexible Working Arrangements dated 15 August 2006, and the Murdoch University General Staff Enterprise Agreement 2010.

The parties to this agreement are:

The School of Biological Sciences and Biotechnology, Murdoch University, and

Name_________________________________________Staff No._________________ who shall be referred to in this agreement as the Employee.

1) To be eligible to use Flexitime, the Employee must:
   a. Maintain an accurate time sheet and submit this to their immediate supervisor at the end of the 4-week accrual period.
   b. Maintain a balance between 37.5 hours credit and 15 hours debit at the end of each 4-week accrual period.
   c. Attend work when required.
   d. Obtain approval from their immediate Supervisor before taking Flexitime leave.

2) This agreement provides that the Employee’s normal daily start time (Monday to Friday) shall be between 08:00 and 08:30 and that their normal daily finishing time (Monday to Friday) shall be between 16:00 and 16:30. Notwithstanding this, it is acknowledged by the parties to this agreement that daily start and finishing times may be varied so as to be outside the normal start and finishing times depending on the work requirements required to be addressed. A break of at least 30 minutes duration shall be taken within the normal start and finish times.

3) Variations to the normal daily start or finishing times at the request of the Employee may be made with the approval of the Employee’s immediate Supervisor.

4) Where the Employee’s immediate Supervisor has identified a work requirement that they expect will require the Employee to start work earlier than the normal daily start time, they will provide the Employee with reasonable notice of the required change to their normal daily start time.

5) Where the Employee’s immediate Supervisor has identified a work requirement that they expect will require the Employee to finish work later than the normal daily finishing time, they will provide the Employee with reasonable notice of the required change to their normal daily finishing time, and provide their best estimate of what the Employees finishing time will be on that day.

6) Flexitime leave is to be taken at times mutually agreed by the Employee and their immediate Supervisor. Flexitime leave will be only granted at times when the immediate Supervisor is satisfied that granting such leave will not interfere with the School’s operational requirements. The Employee shall provide reasonable notice to the immediate Supervisor of any intention to apply for Flexitime leave.

7) A time sheet in a format determined by immediate Supervisor will be maintained by the Employee and provided to the immediate Supervisor on a monthly basis for approval.
8) Should the Employee’s Flexitime credit or debit hours exceed the defined limits at the end of any monthly accrual period, the Employee and their immediate Supervisor shall seek to reach an agreement on how to reduce any excess Flexitime credit or debit hours to within the defined limits given the Schools operational requirements. If they cannot reach agreement then the matter should be referred to the School Dean for resolution.

9) Where the Employee referred to in this agreement is employed under a fixed term contract, or it is known that their employment will be ending or terminated in the foreseeable future, the parties to this agreement must take reasonable steps to ensure that the Employee is not carrying Flexitime credit or debit hours at the time their employment by the University ends.

   It is acknowledged by the parties to this agreement that Flexitime debit hours owed by the Employee when their employment terminates may be recovered by the University as outstanding debts, and that Flexitime credit hours held by the Employee when their employment terminates may be lost.

10) This agreement may be terminated by either party providing the other two weeks notice in writing of their intention to terminate the agreement. Should the Employee seek to terminate the agreement such notice must be provided to their immediate Supervisor and to the School Dean.

   STAFF MEMBER NAME: ___________________ SIGNATURE: ___________________ DATE:___________

   SUPERVISOR NAME: ___________________ SIGNATURE: ___________________ DATE:____________

   SCHOOL DEAN NAME: ___________________ SIGNATURE: ___________________ DATE:____________