



# Good Employer Procedure

Procedure Number  
WCDHB-HR-0005

Version Nos:  
**6**

## 1. Purpose

West Coast District Health Board (WCDHB) recognises that its staff are the single most important resource that it has. WCDHB also recognises that it must take all reasonable steps, and be seen to be proactive in empowering its staff, increasing their capacity and motivation for work, while also recognising that they will have demands and responsibilities that come from outside the work environment (family and personal).

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

all **Staff Members** are required to:

- inform their Manager in writing that they wish to discuss changing their working arrangements;
- reach agreement on a work arrangement with their Manager to their mutual benefit.

all **Managers** are required to:

- consider requests from staff members wishing to change their work arrangements;
- reach agreement on a work arrangement with their staff member to their mutual benefit.

## 5. Resources Required

This Procedure requires no resources

## 6. Process

- 1.00 Under the State Sector Act 1990 the Chief Executive Officer is responsible for all business and administrative affairs of WCDHB. This includes the employment of staff.
- 1.01 Under this statute WCDHB has a responsibility to:
  - (i) recognise staff as individuals;
  - (ii) a 'good and fair' employer as defined by law.
- 1.02 WCDHB perceives work, family and personal life to be interconnected and by operating work and family friendly initiatives, WCDHB benefits by retaining skilled staff, improved performance and motivation, better communication, acceptance of organisational change and enhanced corporate image.



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- 1.03 WCDHB recognises that staff may need to change their working arrangements at some stage in their careers because of family or personal commitments. WCDHB also recognises that developing work practices which can accommodate the changing needs of its staff can produce the following benefits:
- a more productive and motivated staff who are able to contribute fully when they are at work because they are not distracted by family or personal matters;
  - an improved level of morale and commitment amongst staff;
  - providing a workplace environment which is more adaptable to changing circumstances;
  - a reduction in employee stress levels;
  - a reduction in absenteeism;
  - a reduction in the level of staff turnover.
- 1.4 WCDHB will undertake to implement (where practicable and applicable) family friendly work practices (FFWP). FFWP's are arrangements that find the best possible match between the interests of WCDHB and those of its staff. These arrangements may include:
- part time work;
  - job sharing
  - flexible work hours
  - parental leave
  - leave for short term family/personal emergencies
  - leave without pay (for compassionate reasons only).
- 1.5 In creating a family friendly workplace, WCDHB recognises that the major challenge will be the balancing of the needs of its staff with its overall organisational needs and requirements. WCDHB will face this challenge in a way that values its entire staff and will ensure their needs are met fairly and equitably.
- 1.6 FFWP's are most successful when staff and management are willing to work together to achieve the best possible outcome. The challenges and concerns can be minimised if a set Procedure is followed when changing working arrangements. This Procedure is as follows:
- Staff member is interested in taking a flexible work option.
  - Manager receives written request from staff member.
  - Manager and staff member discuss possible options.
  - Manager and staff member work out an arrangement to their mutual benefit. In reaching this agreement, the Manager and staff member should:
    - consider how different arrangements will:
      - suit the job;
      - suit the staff member's working style;
      - affect colleagues and clients.
    - discuss how to minimise any negative impacts;
    - clarify all details such as:
      - hours of work;
      - possible changes in remuneration;
      - responsibilities
      - conditions of employment and entitlements;
      - Procedures in the event of disagreements;



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- monitoring and performance evaluation arrangements.
  - document the arrangement agreed upon;
  - work out a review process for the arrangement;
  - look at any support requirements for the staff member;
  - inform other staff and clients about the changes and be prepared to discuss their concerns.
- Manager and staff member regularly review the arrangement and make adjustments if required.

1.07 The Occupational Safety and Health Committee will annually audit WCDHB workplace, with the aim of assisting the management of WCDHB to create a more family friendly work area and implement FFWP's. The audit will be undertaken using the following checklist:

- are all staff aware of WCDHB Good Employer Procedure?
- are all staff aware of how to initiate changes to their work arrangements?
- are varied work arrangements encouraged and supported by management ?
- are FFWP's discussed when a new position is created or an existing position(s) is restructured?
- do staff and management work out all the details of any FFWP together, before they are put into place?
- are other staff and clients kept informed of changes to work arrangements to ensure support and to enable discussion of any possible problems ?
- is the workplace organised to take into account personal and family responsibilities?
- are all staff members able to make and receive important calls from family members while at work ?
- is work performance valued and rewarded in an equitable fashion?

## 7. Precautions And Considerations

- WCDHB has a legal and ethical obligation to act as a good employer.
- Open communication is crucial to the success of FFWP's.

## 8. References

There are no references associated with this Procedure.

### 9. Related Documents

- WCDHB Leave Procedure
- WCDHB Family Friendly Workplace Audit Form
- WCDHB Employee Assistance Programme (EAP)

<b>Revision History</b>	<b>Version:</b>	6
	<b>Developed By:</b>	Corporate Services: HR
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	June 2002
	<b>Date Last Reviewed:</b>	June 2010
	<b>Date Of Next Review:</b>	June 2012