

Individual Flexibility Arrangements

Business Problem:

Many Awards and Enterprise Arrangements provide flexibility to negotiate certain conditions of the award with an individual employee. It can be difficult to manage the process of capturing these individual Arrangements across any number of employees and applying the agreed conditions when generating schedules and rosters and interpreting the correct conditions to ensure employees are paid correctly.

1.

Questions	Answers	Effective From	Date And Time
Are you willing to be Roster in a way that provides a 10-hour break between shifts instead of a 12-hour break between shifts?	<input type="radio"/> 10 Hour <input checked="" type="radio"/> 12 Hour	20/11/2018	
Are you willing to agree to a 30 minutes meal break instead of a 45-50 minutes break?	<input type="radio"/> 30 min Meal break <input checked="" type="radio"/> 45 Min Meal Break	20/11/2018	
Are you willing to work your ordinary hours over 20 starts in a 4 Week Cycle?	<input type="radio"/> 20 Days <input checked="" type="radio"/> 18 Days	20/11/2018	
Are you willing to provide standing consent to vary your regular pattern of work by working additional hours?	<input type="radio"/> Yes Additional Hours <input checked="" type="radio"/> No Additional Hours	10/12/2018	13/12/2018 12:16

FIG: Within the ESS Application - Roster Choices are presented to the employee as simple options to select.

2.

These choices will take effect automatically within Tambla's Intelligent Workforce Management Solutions from the applicable effective date and the Tambla platform maintains a record of the history of all choices and changes and the date that the change was submitted providing total visibility for future auditing and validation purposes.

Selected Answer	Effective From	Date/Time
Description: Additional Hours Consent for Part time		
No Additional Hours	10/12/2018	13/12/2018 12:16
Yes Additional Hours	7/01/2019	13/12/2018 11:55

Fig: All changes are recorded with both the date the change is effective from as well as the date the change was made.



Tambla Solution:

Tambla has worked, in conjunction with a number of our clients for whom this issue represented a significant challenge and developed unique capability to handle Individual (Mutual) Flexible Arrangements – for simplicity we have called this capability: 'Roster Choices'.

Roster choices allows you to publish the conditions you wish to make available or that are available through the Award or Agreement via the Employee Self Service application and allow employees to choose the conditions they are prepared to accept.

Award Flexibility Application Examples:

An employee could choose from any number of options that your business wishes to implement and some examples are provided below. Options are easily configured and implemented and simply become a part of the automatic validation when creating rosters or calculating payments.

Please note that these are just examples and options will vary depending on the award / agreement flexibility and company policies and compliance rules that a business implements.

	Condition Type	Default	Employee Choice
1	RDO	Work 19 days plus 1 RDO per month	Work 20 days per month (no RDO)
2	Rest Break	10 hour rest between shifts	8 hour rest between shifts
3	Part Time Contracted Hours OT	OT applies when working more than contracted hours per week	Choose to work up to 38 hours per week without payment of OT
4	Overtime vs Time in Lieu	Overtime applies	Time in Lieu applies
5	Maximum Daily Hours	Overtime applies working more than 8 hours	Overtime applies when more than 10 hours worked per shift
6	Meal break duration	Unpaid meal break duration 30 minutes	Unpaid meal break duration is 60 minutes
7	No meal break taken	More than 5 hours without a meal break attracts overtime	Can agree to work up to 6 hours without a meal break

Fig: examples of options that could be included in Roster Choices

When is it Available & How to Implement?

Tambla's Roster Choices (IFA's) can be implemented in the next Tambla Eivity release version 5.22 Scheduled for release in July 2019. We highly recommend engaging with our Professional Services team who can work with you to confirm any changes required to your current award / agreement setup prior to any changes being implemented.

Contact your Tambla Account Manager or raise a Support Ticket (and mention Roster Choices) to book your Tambla Consultant for a review.

Also refer to our White Paper on Tambla's Managed Award Interpretation Service if you are interested in moving to a standard award configuration managed by Tambla.

About Tambla

Tambla provides effective workforce management solutions including rostering and scheduling, award interpretation, labour cost management, fatigue risk management, leave management, time and attendance, employee self-service portals, risk management and safety compliance, and workforce analytics.

Tambla provides solutions for aged care facilities, hospitals and health care services. Tambla is a Microsoft Gold Partner and has ISO 9001 accreditation.

Intelligent workforce solutions.

Reference: www.fairwork.gov.au/employee-entitlements/flexibility-in-the-workplace/individual-flexibility-arrangements

