

# Flexible Rostering Agreements Quick Reference Guide

## For Unit Manager and Roster Managers

This Quick Reference Guide provides more information for **Unit Manager and Roster Managers**, on the use of Flexible Roster Agreements.

For nurses and midwives who are applying for a formal **Flexible Working Arrangement**, please see the Western Health Organisational Procedure [Flexible Work Arrangements](#).

A Flexible Rostering Agreement (FRA) allows staff to work in a flexible manner that suits their life requirements which may not match the requirements of the roster guidelines, whilst ensuring unit staffing requirements are maintained. These agreements ensure that all Western Health nurses and midwives can access flexibility within their roster.

The advantages of these agreements include:

- The staff member is not locked into a roster ongoing
- The unit is not locked into a set roster ongoing
- An established work practice is not locked in
- Establishes a documented and tracked application process with agreed periods for review
- Determines a clear start and finish date, for a period up to 12 months
- Does not compromise the requirements of the *Safe Patient Care Act*

### Managing applications for Flexible Rostering Agreements

Nurses and midwives may request a Flexible Rostering Agreement for any period up to 12 months. Staff must complete the Flexible Rostering Agreement form and submit in writing to the Nurse/Midwife Unit Manager.

When reviewing the request, Unit Managers must consider the following:

- Will the request impact the *Safe Patient Care Act*?
- Does the request meet enterprise agreement requirements?
- Is the period of time reasonable and unlikely to impact future workforce?
- Will the request contradict Fatigue Management principles?
- Will the nurse/midwives contracted hours be maintained?

## Approval process

If the Flexible Rostering Agreement request meets the requirements and is reasonably able to be accommodated, please:

- Ensure regular review periods are included in the agreement, particularly for longer agreements of 6-12 months
- Sign the form and send a copy to:
  - Operations Manager
  - The nurse/midwife who has applied
  - The Roster Manager

## Disapproval process

If you feel that you need to not approve the request due to reasonable business grounds, consider other options which may meet the needs or the request of the staff member.

- Ensure the form is signed and a copy is provided to the staff member
- Meet with the staff member to discuss alternate options or consider other ways to support the request

## Appeals Process

If a nurse/midwife would like to appeal the decision for disapproval, the process is as follows:

- Have met with the Unit Manager to hear the reasons and consider other options.
- Can contact People & Culture for an appeal.

## Additional considerations:

- An Flexible Rostering Agreement is a **locally managed** agreement between the nurse/midwife and the Unit Manager. It is not required to be submitted to People & Culture.
- If staff are requesting a change in their employment conditions (e.g. a temporary change in their EFT), a formal Flexible Working Agreement must be submitted.
- All approved FRA's must be shared with the Roster Manager to ensure rostering.
- A nurse/midwife with an approved FRA may also note this in RosterOn beside any requests.