



NAVIGATE WORKPLACE PRESENCE

Step 1: Understand when you have to comply by

You need to comply with the latest of the following dates:

- 1 July
- 3 months after stand up
- 4 weeks after you secure an ongoing role
- 4 weeks after you secure a temporary role that is more than 6 months

You do not need to comply if you are unplaced.

If you can comply with either the individual agreement or the standard arrangement, but need some time to be able to rearrange your commitments, you automatically get approved for an additional 4 weeks to comply (just make sure you document your agreed individual implementation date with your manager). You can get further additional time to comply, on a case-by-case basis.

Step 2: Work out what arrangement you need

If you can come in 50% of the time, on the days your team has agreed, that's easy - just fill out the 'standard hybrid arrangement' form online. If you can't, you'll need an individual hybrid agreement.

Step 3: Discuss with your manager

If you need to come in less than 50% of the time, you can't come in on the agreed team hub days, or you can't come into your 'team location', start to gather dot points about what agreement you need and why. Then, you'll discuss with your manager.

Step 4: If your manager does not agree to what you want

Your manager should approve your individual agreement if it is for caring responsibilities, distance, or required due to illness, disability or neurodiversity. Some negotiation might be required. Managers have not been supported by Transport to understand the obligations they have to you, so sometimes requests are denied inappropriately. If your request is declined, contact your organiser or delegate as soon as possible

Step 5: Contact your union

We will help you navigate the process, and understand what your manager can and cannot ask of you. We will help you negotiate a great outcome for you, and your family.

*Authorised by Toby Warnes
Branch Secretary RTBU
NSW Branch*

This advice is general in nature. For advice specific to your situation, contact your local delegate or Organiser on 0482 677 100



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Can my manager...

- **Require that I come in more than 50% of the time, if I'm not frontline?** If you're not frontline, you only have to come in 50% of the time.
- **Mandate which days I come in?** For your 'team hub' days, they should consult with the team and come to a collective agreement about 'team days'. For your other 5 office days each month, they should not mandate days.
- **Ask me invasive questions?** No. If you need an Individual Hybrid Agreement, submit the request and include documentation you are comfortable providing. It's not appropriate for your manager to ask prying questions beyond the information you've supplied. Contact the union if this happens.
- **Say no to my request because it's based on caring responsibilities?** If you are a parent and need an Individual Hybrid agreement to facilitate school pick up or supervision of your kids, this should be approved. Contact the union if it is not.
- **Say that they will only agree to my Individual Hybrid agreement for six months, instead of two years?** If your circumstances will not change over the next two years, the agreement should be made for a two year period. Contact the union if this is denied.

So I think my manager is doing the wrong thing. What do I do?

- First, write to the manager confirming your position and understanding of the policy. The union can help you draft this correspondence.
- If they keep doing the wrong thing, escalate to your delegate. Make sure to provide them all the information, and the managers position, in writing. They will help you progress the issue.
- Make sure you stand up for your rights! It's how to we keep the conditions we've won, and build power to win more.

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