

Flexible Work Arrangements

Frequently Asked Questions

Who is eligible to request a flexible work arrangement?

All ongoing and fixed term staff can request a flexible work arrangement. Casual staff who have worked regular and systematic hours for at least 12 months, and who are likely to continue working with the University, can also request a flexible work arrangement. All requests for flexible work arrangements are then assessed by the relevant supervisor.

How do I request a flexible work arrangement?

The first step is to have a discussion with your supervisor to see whether the request can be accommodated. If the request can't be accommodated, then both parties should try and come to an alternate arrangement where possible. If this is agreed, you can submit a formal request via Staff Services Online (SSO). There are different steps depending on what flexible work arrangement you are requesting.

As a casual staff member, how can I request a flexible work arrangement?

Speak with your supervisor to discuss the feasibility of a flexible work arrangement. As casuals do not have access to submit flexible working arrangements through SSO, any arrangement will need to be approved or declined via email.

How long can staff have a flexible work arrangement in place for?

Any new arrangement must have a review period in place for three months. This will allow both parties to see if things are working well or if anything needs to change. You can agree on reasonable adjustments during the period if problems arise. This will need to be done via consultation between both parties.

If the FWA is working well for both you and the University, you can continue with the arrangement for a maximum period of up to 12 months before a new request will need to be submitted.

Do staff need to have a home office set up if they want to work flexibly from home or another location?

You can work from any space that complies with our Health, Safety and Wellbeing (HSW) standards. The University's focus is on maintaining a safe work environment. Approval of your flexible work arrangement will be subject to the location meeting the requirements of the [HSW Ergonomic Self-Assessment](#). This location must also enable the completion of all duties aligned to your role, such as being able to dial in for meetings or training and ensure privacy and confidentiality.

Can staff work flexibly from a café, library, or other similar place with their laptop?

You should be mindful of privacy and confidentiality when working in public places. You will also need to ensure that you can complete all duties aligned to your role when working remotely, including being able to dial in for meetings or training. This type of arrangement should only be on an ad hoc basis and a suitable alternate work location needs to be identified when requesting a flexible work arrangement.

Can staff apply to for a Flexible Work Arrangement to work from home to care for a child or dependent?

Maintaining a focused, productive work environment requires separate caring arrangements, especially for children or dependents who require constant supervision. Flexible work arrangements should not be used as a substitute for childcare or other dependent care in scenarios where caring responsibilities would detract from being able to fulfil the requirements of your role.

Can staff work from home if their child or other dependent is sick?

If a dependent is sick and needs constant care that would prevent you from being able to fulfil the inherent requirements of your role, you should make alternative arrangements for that day. This may be taking personal leave to care for a family member or other leave as appropriate. As this is an ad-hoc request, no formal FWA needs to be submitted.

Do staff have to supply their own IT equipment and pay internet, telephone, and stationery costs if they work from home?

Yes. To be consistent with the principles of flexible work being mutually beneficial, staff are responsible for making sure that they have appropriate IT equipment, connectivity, and supplies. University of Adelaide laptops are provided to staff as part of our normal processes.

Staff may be eligible to claim some of these expenses back on their income tax return. For more information visit <https://www.ato.gov.au/> or speak to a taxation accountant.

Will the University of Adelaide pay rental costs for staff to work from a work hub?

No. In line with the principles of flexible work arrangements being mutually beneficial, staff will be responsible for such costs.

If you decide to work from a privately-owned work hub closer to home you may be saving money on things such as fuel, public transport fares, parking fees and saving time on commuting which will help improve your work/life balance. It's up to you to weigh up the benefits versus the rental costs of a workspace in a hub, to determine what's best for you.

Do I need to alter a flexible work arrangement if I am making an ad-hoc change?

No, you will not need to change the flexible work arrangement in place for ad-hoc instances. If there is a regular, ongoing change that needs to be considered, speak with your supervisor, and if agreed, submit a new flexible work arrangement.

Do I need to request a flexible work arrangement if I want to start or finish earlier,

If you wish to have different starting/finishing hours on a regular basis, a flexible work arrangement should be put in place. Your supervisor will need to consider service delivery and ensure that your hours fall within the ordinary span of hours and are not more than 8 hours in any one day (refer to Enterprise Agreement Clause 2.2.1).

What happens if I am injured while working from home or another approved location?

If you're working from home or another approved location under a flexible work arrangement, then this place becomes your workplace from a legal perspective. The same HSW conditions, obligations and responsibilities apply as they would in your usual University location.

We aim to keep all staff safe in the workplace, and if you are injured while on duty at home or another approved place, you must report the incident to your supervisor and make a report on the [HSW Incident](#)

[reporting system](#). The HSW team will be able to help support any issues regarding injuries whilst working.

Can a flexible work arrangement be terminated early?

Generally, flexible work arrangements cease before the end date when there's mutual agreement to do so. In some instances, arrangements can be terminated by the University (with reasonable notice) if the arrangement is no longer suitable, however alternate options should be discussed. Certain types of flexible work arrangements have a mandatory notice period as per Enterprise Agreement clause 4.5.19. All others will be ended as agreed with your supervisor.

In rare cases, flexible arrangements can stop immediately, especially in cases of underperformance, misconduct or where the health and wellbeing issue warrants such action.

Can I work remotely from interstate or overseas?

The University will generally not support full-time remote work. If your request is for an ad-hoc, limited period, it is best to discuss this with your supervisor. Long term requests for special circumstances will have payroll tax and health and safety implications so it will be important to discuss this with your supervisor as soon as possible. These requests will need to be considered by your supervisor and Human Resources.