



## Workforce Management Policy

# Working from Home - Procedure

### PROCEDURE UNDER REVIEW

This procedure is currently under review. A new Working From Home Procedure will be developed which reflects the insights gained when the University responded to the COVID-19 pandemic and the majority of staff worked from home for a significant period of time. In the meanwhile [Working From Home Guidelines](#) will provide guidance to staff and their supervisors. The Guidelines aim to establish and embed contemporary and flexible working practices at the University of Adelaide, beyond the immediate return to campus as a result of COVID-19. It is anticipated that the Guidelines will, in time, inform a new procedure.

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### 1 OVERVIEW

The University aims to maximise opportunities to provide flexibility for staff in their employment by enabling them to request to work from home or another place remote from the University (“working from home”).

### 2. SCOPE AND APPLICATION

This procedure applies to academic and professional staff (as specified) whose work is deemed suitable to be undertaken from home or another location.

This procedure refers to both ad-hoc and regular working from home arrangements.

## PRINCIPLES

- 2.1. The University will consider any request of a staff member to work from home in light of the reasonable business needs of the University, including financial impacts on the University and the requirements of the staff member's work area.
- 2.2. This procedure does not interfere with the availability of other voluntary flexible work arrangements.
- 2.3. All working from home is subject to the following conditions:
  - 2.3.1. The staff member must comply with the terms and conditions of their employment contract, University policies, the Code of Conduct and relevant legislation.
  - 2.3.2. The staff member must take reasonable care for their own health and safety and notify their supervisor of any risks identified or injuries sustained while working from home in accordance with the [Health Safety and Wellbeing Handbook](#).
  - 2.3.3. The staff member must comply with the University's [IT Acceptable Use and Security Policy](#), [data protection guides](#), [Privacy Policy](#) and associated procedures.
  - 2.3.4. The staff member must be contactable and available to respond to work related tasks and activities.
  - 2.3.5. Staff who are working from home are required to follow normal processes to notify their supervisor of any leave (such as sick leave) and complete the SSO absence request for leave taken during the arrangement.

## 3. PROCEDURES

### 3.1. Professional Staff - Ad hoc Work From Home Arrangement

- 3.1.1. This procedure supports ad hoc work from home arrangements for professional staff where work can reasonably be done from home or another location.
- 3.1.2. Ad hoc work from home arrangements are considered once-off, or occasional arrangements and must be arranged and agreed in advance.
- 3.1.3. An email or text message from the supervisor is a sufficient record of an ad hoc arrangement or decision to decline the request.

### 3.2. Professional Staff - Regular Work From Home Arrangement

#### 3.2.1. General Principles

- 3.2.1.1. A Working from Home Agreement (WFH Agreement) can be approved for a period of up to 12 months.
- 3.2.1.2. Work is to occur during the University's ordinary hours and span of hours of work.
- 3.2.1.3. The staff member and the supervisor should be sufficiently flexible to vary the day/s for the WFH Agreement for reasonable purposes, for example to enable the staff member to participate in School/Branch or team meetings.

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### **3.2.2. Request for a Working from Home Agreement**

- 3.2.2.1. The professional staff member must initiate their request on a WFH Agreement form.
- 3.2.2.2. Before completing and submitting their WFH Agreement form a professional staff member must discuss their application with their supervisor.
- 3.2.2.3. The WFH Agreement form must be approved in writing before it takes effect.

### **3.2.3. Assessment of a request for a Working from Home Agreement**

- 3.2.3.1. The supervisor may contact an HR Advisor for assistance in assessing the request and may seek further information from the staff member.
- 3.2.3.2. Where the supervisor approves a WFH Agreement they must forward the signed form to the Human Resource Service Centre for inclusion on the staff member's staff file and provide a copy to the staff member.
- 3.2.3.3. Where the supervisor does not support a WFH Agreement they will inform the staff member in writing within 21 days of the written request, of the reasons for the refusal.
- 3.2.3.4. The supervisor may agree to implement the WFH Agreement for a trial period of up to three months to determine its feasibility.
- 3.2.3.5. Generally the staff member will be responsible for providing any office and/or home computer equipment required to perform their duties when working from home, however the supervisor may approve the use of University equipment to support the WFH Agreement.

### **3.2.4. Review of a Working from Home Agreement**

- 3.2.4.1. It is recommended that the parties review the WFH Agreement at least twice during the maximum 12 month period (ie.during PDR mid-term review and a final review).
- 3.2.4.2. Following review, the supervisor may decide to discontinue, continue or vary the WFH Agreement. The supervisor will notify the staff member in writing of the reasons for the decision.

### **3.2.5. Discontinuing a Working from Home Agreement**

- 3.2.5.1. Unless ended earlier under this section, each WFH Agreement will end at the conclusion of the agreed term.
- 3.2.5.2. The supervisor will provide written notice, of at least 14 days, to the staff member of the decision and reasons to discontinue or vary a WFH Agreement prior to its stated end date.
- 3.2.5.3. Where a staff member who has a WFH Agreement is seconded to a different role, or moves into a new position at the University, the staff member's existing WFH Agreement will cease, unless agreed to by the new supervisor in writing.

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3.2.5.4. The staff member can elect to discontinue the WFH Agreement at any time by written notice.

### 3.3. Academic Staff - Working from Home Arrangement

- 3.3.1. Academic staff, subject to their teaching, research and professional commitments may work from home or other locations, appropriate to the type of work they are undertaking and subject to discussion with their supervisor.
- 3.3.2. It is recommended that academic staff discuss their work preferences, including for working from home or other locations with their supervisor during Planning, Development and Review (PDR) meetings and monitor and review the effectiveness of the work arrangements at least every 12 months.
- 3.3.3. Academic staff must be aware of and comply with their on-campus responsibilities and must monitor and mitigate any impact from working from home on their students, colleagues, faculty/school initiatives and completion of work.
- 3.3.4. If the supervisor forms the view that it is necessary, on reasonable business grounds, to discontinue or vary the practice of working from home, the supervisor will discuss this with the academic staff member. The Supervisor will notify the staff member of the reasons for the decision, in writing.

## 4. DEFINITIONS

**Supervisor:** the person who is responsible for the day-to-day supervision of a staff member as nominated by the University.

**Working from Home Arrangement:** an agreed, voluntary and cooperative arrangement made between a staff member and the University for the performance of specified work commonly, but not necessarily, at the staff member's home. Arrangements for professional staff apply during their ordinary hours of duty.

**Working from Home Agreement:** A form used to formally request, approve and set out the terms and conditions of a regular working from home arrangement (Professional staff). Once approved the arrangement is a **Working from Home Agreement**.

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## 6 USEFUL INFORMATION AND RESOURCES

### University related documents and policies

[University of Adelaide Enterprise Agreement](#)

[Code of Conduct](#)

[Workforce Management Policy](#)

[Health, Safety and Wellbeing Handbook](#)

[Voluntary Flexible Work Arrangements Procedure](#)

[Planning, Development and Review Guide](#)

[Planning Development and Review- Conversation Record \(Academic staff\)](#)

[Workstation Ergonomic Guidelines](#)

### Related legislation

[Fair Work Act 2009 \(Cth\)](#)

[National Employment Standards – Fair Work Ombudsman](#)

### Useful web-links

[Fair Work Act – Requests for flexible working arrangements fact sheet](#)

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