



**AUSTRALIAN INSTITUTE
OF HIGHER EDUCATION**

Staff Working from Home Policy and Procedure

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1. Purpose

This Policy seeks to clarify the working from home process for staff employed by the Australian Institute of Higher Education Pty Ltd ('the Institute')

A working from home arrangement is not an entitlement and may only be entered into by mutual agreement with Chief Executive Officer (or delegate) and the staff member. The policy, and associated procedure, assists staff and their managers to clearly set in place the guidelines for a work from home arrangement.

Working from home must conform to acceptable work health and safety standards, and must be undertaken in a way that facilitates acceptable behaviour as described in the Institute's **Staff Code of Conduct**. In particular, the staff member must continue to provide high quality customer service in all levels of activity. Working from home is a business arrangement and not a staff member benefit or entitlement.

2. Scope

This policy applies to all staff of the Institute seeking to, or required to, perform aspects of their duties from home for a specified period of time.

3. Definitions

See the **AIH Glossary of Terms** for definitions.

4. Policy

The Institute is committed to policies and procedures which support flexibility in the workplace.

The Institute recognises that there are circumstances where allowing a staff member to regularly work from home may assist the staff member to balance his/her work, health issues and/or family or other responsibilities. However, the Institute also recognises that it is not always appropriate for a staff member to carry out part or all of his/her duties from home and there are reasons why approval of a Working from Home Arrangement may be refused or limited.

There will be times that the Institute will require staff members to work at home due to critical incidents. Arrangements will be discussed to ensure staff are able to carry out their duties in their home environment.

It is not standard policy for the Institute to have staff working from home. This policy covers eventful circumstances that may arise that the staff member may be required to work at home.

Preliminary Considerations

In all cases where a Staff Member is required to work from home, or seeking to enter into a Working from Home Arrangement, the Staff Member and his/her Manager must consult and take into account the following:

- suitability of the Staff Member's job;
- reasons for the Staff Member wanting to work from home;
- ability of the Staff Member to complete the work within the agreed Hours of Work detailed in relevant Awards or Agreements;
- delegation of work from / to the Staff Member;
- effect on co-workers and customers of the Institute;
- proposed methods for monitoring and assessing the Staff Member's work;
- days and hours of the proposed Working from Home Arrangement in the context of the Staff Member's overall working days and hours and in accordance with relevant Awards and Agreements;
- Staff Member having a suitable Home-Office; and
- equipment and resources necessary for the Staff Member to effectively work from home.

Suitability

The Manager should consider the general nature and requirements of the Staff Member's work duties and the Staff Member's ability to work autonomously. A Staff Member who requires close supervision or close interaction with other staff may not be suitable for the independent nature of a Working from Home Arrangement.

Duties considered suitable for a Working from Home Arrangement may include; teaching preparation, policy writing, projects, student admissions, data recording and reporting, student enrolments, student communication, report writing and planning. Such duties would usually be definable, office-based tasks involving minimal face-to-face contact with other staff, students or customers of the Institute. Such duties should be ones which are unlikely to cause a risk to the Staff Member's health or safety.

Any Working from Home Arrangement must be able to be discharged during the agreed Hours of Work, as detailed in the relevant Awards or Agreements.

Staff Members and Managers may seek advice from the Chief Executive Officer regarding the suitability of the proposed Working from Home Arrangement.

5. Procedure

The Chief Executive Officer in consultation with Executive Management will determine if there is critical incident that requires staff to work from home.

Ad-hoc individual requests will be assessed on a case by case basis by the relevant managers and discussed with the Chief Executive Officer. It is not the policy for staff of the Institute to work from home.

The terms and conditions of employment between the Institute and the staff member, as well as the role and responsibilities of the staff member, which apply at the staff member's workplace, will also apply at the home-based work site.

Ongoing Working from Home Arrangements

Ongoing working from home arrangements will only be approved due to critical incidents that do not enable all staff, or some staff, to work on the Institute's worksite.

Whilst working from home the staff member must have clearly defined to them by their manager the duties to be performed whilst working from home. This agreement must also stipulate the measurement of output and supervision required for the period of the arrangement. The manager should also regularly review the working from home arrangement to ensure it is working effectively for the staff member and the Institute. .

Approval for working from home may be modified or terminated if it is determined that the needs of the Institute, the staff member or stakeholders are not being met or have changed.

Ad hoc Working from Home Arrangements

Ad-hoc working from home arrangements are not normally the policy of the Institute. Approval for this must be obtained from the Chief Executive Officer.

Health and Safety

Under the *Work Health and Safety Act 2011 – NSW Legislation, and Regulations 2011* the Institute is responsible for the health, safety and welfare of a staff member at work and while at the home-based work site. All Institute governing documents, including the Institute's Work Health, Safety and Wellbeing Policy and Procedure which apply at the staff member's usual place of work shall, as far as practicable, apply in carrying out work at the home- based work site.

Staff members will be responsible for all costs associated with compliance, unless otherwise agreed to, by the Institute, in writing.

The senior manager together with the staff member must ensure home-based work site suitability, associated equipment to be used and activities to be undertaken, in accordance with the provisions of the relevant legislation.

Agreements

In entering into a working from home arrangement, the staff member agrees:

- To notify his or her immediate supervisor of any work related accident, injury, illness or disease that may arise while working from home.
- That the Institute is not responsible for any liability on the part of a third party who is not a staff member of the Institute at the working from home site;
- That the Institute assumes no responsibility for the staff member's personal property;
- That tax implications related to all aspects of working from home are the responsibility of the staff

- member;
- To perform only official duties and not to conduct personal business while working from home. Personal business includes, but is not limited to, caring for dependents and making home repairs;
- Not to conduct any face-to-face work-related meetings at the home-based work site unless they are conducted by videoconferencing or via the internet; and
- To provide regular reports as required by the relevant supervisor to help monitor work performance. The staff member must understand that a decline in work performance may result in termination of the working from home arrangement by the Institute.

Equipment

The Institute is not required to supply core equipment or facilities to the staff member for the purposes of working from home. It is assumed that a staff member entering into a working from home agreement has adequate equipment to complete the assigned job, for example, telephone, computer, work station and internet access.

Staff requested to work from home during a critical incident will be able to take their laptops home for work purposes.

Any hardware or software purchased by the Institute remains the property of the Institute and must be returned to the Institute should the working from home arrangement be terminated. Staff Members using Institute licensed software must adhere to the manufacturer's licensing agreements.

Records and Confidentiality

All records, documents, work papers and work products developed while under the working from home arrangement are subject to the Institute's Governing documents and any related processes and practices which apply at the staff member's usual place of work.

Confidential, corporate, private and other restricted access materials must not be compromised in any way and staff members who are working from home should take all precautions necessary to secure such materials.

Office supplies required to complete work assignments in a working from home arrangement may be provided by the local work unit.

Ability to be contacted

It is the responsibility of the staff member to be readily contactable while at the home-based work site. Arrangements may be terminated if the ability to contact the staff member is inadequate.

Termination

Working from home is an infrequent arrangement and is available only as long as the staff member is deemed eligible at the sole discretion of the Institute. Working from home is neither an entitlement nor an obligation.

The Institute or the staff member may terminate the arrangement, with or without cause, with two (2) weeks written notice, or other as agreed in the case of an ongoing arrangement.

The Institute will not be held responsible for costs, damages or losses resulting from cessation of the arrangement. The conditions stated in this document act as an adjunct to the individual staff member's existing conditions of employment.

6. Version Control

This Procedure has been endorsed by the Australia Institute of Higher Education Principal as at September 2020 and is reviewed every 3 years. The Procedure is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2020.1	Chief Executive Officer	New policy	24 September 2020	24 September 2020