



WORKING FROM HOME POLICY

Authorised By:	President (CEO)	Revision: 1.4
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Related Documents:	Nil	
Responsible Officer:	Chief Operating Officer	
Review:	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer.

1. Purpose

To outline the policy for staff seeking to enter into a fixed-term working from home arrangement. The policy and associated procedure assists staff and their managers to clearly set in place a working from home arrangement as part of a staff member's overall negotiated flexible working arrangement.

2. Scope

The policy applies to all staff of Tabor (College) seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time.

3. Policy Statement

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

4. Preliminary Considerations

In all cases where a staff member is seeking to enter into a Working from Home Arrangement, the staff member and his/her manager must consult and take into account the following:

5. Eligibility

The manager must examine the request for a Working from Home Arrangement in the context of the following:

- 5.1 suitability of the staff member's job;
- 5.2 reasons for the staff member wanting to work from home;
- 5.3 ability of the staff member to complete the work within the agreed hours of work detailed in Enterprise Agreement (EA);
- 5.4 delegation of work from / to the staff member;
- 5.5 effect on co-workers and students of the College;
- 5.6 proposed methods for monitoring and assessing the staff member's work;
- 5.7 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 the EA;
- 5.8 staff member having a suitable home office; and
- 5.9 equipment and resources necessary for the Staff Member to effectively work from home.

6. Suitability

- 6.1 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.
- 6.2 Duties considered suitable for a Working from Home Arrangement may include; research, teaching preparation, computer design and programming, policy writing, projects, 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 College. Such duties should be ones which are unlikely to cause a risk to the staff member's health or safety. Duties involving manual handling are unlikely to be suitable for a Working From Home Arrangement.
- 6.3 Any Working from Home Arrangement must be able to be discharged during the agreed hours of work, as detailed in the EA.

7. Carer Responsibilities and Medical Conditions

- 7.1 A Working from Home Arrangement may assist the staff member to discharge carer responsibilities or to manage a long term health issue. However, the staff member must be able to carry out his/her work at home as efficiently and effectively as an equivalent staff member working on the College premises.
- 7.2 A staff member seeking a Working from Home Arrangement to assist with the management of a long term health issue must provide written advice from a recognised medical practitioner in the form of a letter or detailed medical certificate.

8. WorkCover

A staff member who is working from home under an approved Working from Home Arrangement will be covered by the College's WorkCover insurance if performing College work in accordance with the Working from Home Arrangement.

9. Approval of a Working from Home Arrangement

Each request for a Working from Home Arrangement must be in writing (which can include email) and will be considered on a case-by-case basis to be approved by the Head of Department (HoD) against the principle that outcomes as required within each department should serve as guide.

If approval is given by HoD, the staff member is required to complete the Working from Home Checklist acknowledging they have checked the suitability of their home working environment. This checklist only needs to be completed once to determine the suitability of the home as a working environment.

10. Staff Responsibilities

Staff approved to work from home must:

- adhere to all the College's policies and procedures
- be contactable during normal span of hours
- ensure fitness for work. If a staff member is unwell or unable to work due to various reasons, then leave entitlements are to be accessed
- report on outcomes achieved
- ensure home workplace complies with WHS.
- Report any health, safety and wellbeing hazards, near misses and incidents.

11. Manager Responsibilities

The manager must:

- ensure the staff member is working in accordance with College's procedures and policies
- schedule regular communication meetings via zoom, skype or other applicable software
- where practicable, provide equipment and tools required to perform the tasks required (does not included workstation furniture, additional services and costs)
- accurately document the ownership and usage of equipment and tools provided.

12. Indemnity

The staff member indemnifies the College against all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property except to the extent caused by negligent act, error or omission of the College.

13. Services

Not all on-campus services are available or supportable when used from home. The staff member accepts this and agrees not to impose any overheads on the College for additional services.

14. Exceptional circumstances

There may be exceptional circumstances that the College may require all staff to work from home such as Government intervention, diseases, war, decision made by College Senior Executive, etc. In these cases, staff do not need necessary approval and will be instructed as necessary, but responsibilities and Working from Home Checklist still apply.

15 Definitions

See [Global Definitions](#)

16 Communication / Training

- 16.1 This policy statement will be available to all staff, volunteers, students and persons seeking to enrol as students at Tabor. The policy will be made available on the Tabor website (<http://tabor.edu.au/>).
- 16.2 All staff will be expected to comply with this policy and associated procedures in relation to all aspects of Tabor's operations.
- 16.3 Staff with designated special responsibilities will be given appropriate training, guidelines and professional development opportunities in relation to their roles and responsibilities.