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| Policy No: 4.25 | Policy Name: **Working From Home** |

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| Applies to: | Version: |
| Specific responsibility: | Date Approved: |
|  | Review Date: |

# Purpose

The purpose of this policy is to outline the negotiation and approval processes for working from home requests.

This policy applies to all [Service Name] employees.

# Policy statement

[Service Name] recognises that circumstances exist in which allowing employees to regularly work from home may assist them to balance their work life, health issues and/or family or other responsibilities.

Although [Service Name] is committed to flexible work arrangements, this may not always be a feasible option if the work arrangements negatively affect service delivery. In such situations, a working from home request may be denied or limited to specific duties or conditions.

The process of obtaining approval to work from home will be facilitated by the [Manager].

# References

Fair Work Act 2009

Human Rights and Equal Opportunity Commission Act 1986

Industrial Relations Act 1996

Workers Compensation Act 1987

Work Health and Safety Act 2011

Fair Work Ombudsman – Flexible work arrangements

# Definitions

Nil

# Procedure

The terms and conditions of employment that apply to staff members at their usual place of work also apply at their home-based worksites.

The [Manager] will assess the request for a working from home arrangement in the context of the reasons for the request, the employee’s ability to complete the work and how the arrangement will affect service delivery.

The Executive Director will assess the suitability of the request by considering the employee’s work duties, his or her ability to work autonomously and his or her ability to perform work duties during the agreed-upon hours. If the staff member is working from home as part of a rehabilitation program (i.e., return to work), then the return to work coordinator will liaise between the employee and Executive Director.

Before the employee can begin working from home, he or she and the Executive Director will meet to negotiate the agreement. Considerations in the agreement include

* any potential health and safety issues in the employee’s nominated worksite
* the process for reporting any work-related accidents or injuries
* an agreement regarding the work hours that apply and any requirements to attend the workplace
* an agreement with the employee that [Service Name] is not responsible for any liability on the part of a third party, unless the third party is present in connection with work-related duties
* access to technology and equipment to perform tasks
* an agreement with the employee to maintain and submit an accurate and current record of the number of hours worked, including any agreed-upon overtime.

All employees working from home must possess available tools and technology to enable efficient and secure working practices. They must complete a Working from home WHS report and agreement that will be stored in their personnel record.

# Related documents

Work Health Safety Policy

# Review

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| --- | --- | --- |
| **Reviewing and approving this policy** | | |
| Frequency | Person responsible | Approval |
| [How often will this policy be reviewed] | [Position of person responsible for reviewing policy] | [position of person/group who approves this policy] |

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| **Policy review and version tracking** | | | |
| Review | Date approved | Approved by | Next review date |
| 1 |  |  |  |
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