



Purpose

1. This Policy outlines the principles and guidelines under which staff members can request to work from home, to support mutually beneficial working arrangements for the University and staff members.
2. Flexible ways of working provide greater opportunity for UniSA to embrace the health and productivity benefits of a flexible work culture, enabling the delivery of strategic commitments across all areas of the University.

Scope

3. This Policy applies to all professional and academic staff employed under the *University of South Australia Enterprise Agreement 2023* (the Agreement) and the *Senior Staff Employment Conditions Policy* (as varied or replaced from time to time). This Policy is to be read in conjunction with the Working from Home (WFH) Procedure.
4. For continuing and fixed-term Academic staff, in keeping with clause 35.22 of the Agreement, a formal request to work from home is not required, however prior to working from home, the relevant work, health and safety form (WHS83 via Appian) must be completed to ensure safe work practices are established.

Responsibilities

5. The Vice Chancellor is the Approving Authority for this Policy.
6. The Executive Director: People, Talent and Culture is the Responsible Officer for this Policy.
7. Line managers/supervisors are responsible for approving Work from Home Arrangements (WFHA) and ensuring that any approved arrangements are in accordance with this Policy and the related WFH Procedure.

Principles

8. UniSA trusts, values, and supports staff and recognises the benefits that a WFHA may have on health, wellbeing, job satisfaction, productivity, and quality of work, as well as staff attraction and retention.
9. UniSA values teamwork as an enabler of a constructive culture, maximising the importance of social connection and cohesion through face-to-face work. The UniSA campuses are the principal place of employment for the delivery of the majority of UniSA services which include teaching and research, as well as service delivery with external partners and the community.
10. UniSA recognises that a WFHA may not be suitable to every position. WFHA requests will be considered in conjunction with;
 - 10.1. Reasonable business requirements (including financial impacts).
 - 10.2. The staff member's circumstances.
 - 10.3. The requirements of the staff member's position.
 - 10.4. Impact on the team.
 - 10.5. Impact on students, colleagues, and stakeholders.
 - 10.6. Any other prevailing factors.
11. An approved WFHA will not otherwise change a staff member's position and associated responsibilities.
12. Staff may request a review of the decision to refuse, vary, or end a requested WFHA, according to relevant industrial instruments and legislative entitlements.

13. Staff must fulfil the terms and conditions of their employment contract, including hours of work and comply with all University Policies and Procedures and relevant provisions in industrial instruments and legislation during any period of approved working from home.
14. Applications to work from home under this Policy will normally be for up to 40% of a staff member's work hours or fraction where appropriate to their position. Where, on occasion staff have a requirement to extend their WFH beyond 40% of their work fraction this should be discussed with the line manager/supervisor in accordance with the WFH Procedure.
15. A staff member's WFHA may change, pause, or conclude for several reasons, including operational. In these instances, alternative flexible ways of working may be considered, in accordance with the Flexible Work Arrangement Procedure, to provide flexibility where practicable in the context of operational requirements and the potential impact on other staff members' responsibilities.

Definitions

Flexible Working Arrangement: A variation of working hours or arrangement that is within the terms and conditions contained in the applicable industrial instrument and which meets the needs of the staff member and the University, as configured under the Flexible Work Arrangements Procedure.

Line Manager/Supervisor: University staff who have responsibility for the oversight and/or direction of the work of staff or students.

Working from Home Arrangements (WFHA): An arrangement made between a staff member and the University for the performance of normal duties at the staff member's home in an approved home-based work location.

Related Documentation

- > [Working from Home Procedure](#)
- > [Flexible work Arrangements Procedure](#)
- > [University of South Australia Enterprise Agreement 2023](#)
- > [Senior Staff Employment Conditions Policy](#)
- > [Working From Home Workstation Self-Assessment Checklist](#) (WHS29)
- > [Working from Home Arrangement form](#) (WHS52)
- > [Working From Home \(Academic\) form](#) (WHS83)

Approving Authority: Vice Chancellor

Officer Responsible: Executive Director: People, Talent & Culture

Commencement Date: 27 August 2024

Review Date: August 2028

History: This is a new policy.