

## Purpose

1. This Working from Home Procedure (WFH Procedure) sets out the requirements for the application and management of Working from Home Arrangements (WFHA) and should be read in conjunction with the Working from Home Policy (WFH Policy).

## Responsibilities

2. The Vice Chancellor is the Approving Authority for this WFH Procedure.
  3. The Executive Director: People, Talent and Culture is the Responsible Officer for this WFH Procedure.
  4. Line managers/supervisors are responsible for the administration, approval, and management of a WFHA in accordance with the WFH Procedure and Policy.
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## A. Requesting a WFHA

5. For continuing and fixed-term Academic staff, in keeping with clause 35.22 of the *University of South Australia Enterprise Agreement 2023* (the Agreement), a formal request to work from home is not required, however prior to working from home, the [Working from Home \(Academic\) form](#) (WHS83) (via Appian) must be completed to ensure safe work practices are established.
6. All other staff members are eligible to apply to their line manager in writing to participate in a WFHA. Participation is voluntary and at the request of the staff member.
7. Prior to requesting a WFHA, the staff member must first discuss the request with their line manager/supervisor and ensure a mutual understanding and agreement of relevant considerations, which includes, but is not limited to:
  - 7.1. Consideration of the potential impact on position responsibilities, working relationships or practices, and career development.
  - 7.2. The proposed work from home pattern.
  - 7.3. How regular communication will be maintained with the line manager/supervisor, team members, students and stakeholders as applicable, ensuring maintaining usual availability and responsiveness.
  - 7.4. The responsibility of the staff member to ensure the ongoing integrity, security, and privacy of UniSA's data, assets, and materials whilst working from home.
  - 7.5. Having access to a UniSA supplied laptop as the minimum equipment requirement. Any additional home-based office equipment will be at the expense of the staff member.
  - 7.6. Safety and wellbeing considerations, including ergonomics and the onus for the staff member to ensure the home-based work location, meets UniSA's requirements.
  - 7.7. Reliable and sufficient internet access.
  - 7.8. Other reasonable business requirements.
8. Following a discussion to consider a WFHA request the line manager/supervisor will consider the information provided, and subject to the assessment of principles outlined in the section 10 of the Work from Home Policy, may approve the WFHA in principle. A staff member can then formalise their request by submitting a WHS52 form via Appian.

## B. Consideration

9. Following the receipt of the staff member's formal WFHA application, the line manager/supervisor has twenty-one (21) days to notify the staff member of their decision.
10. The line manager/supervisor will consider the information provided by the staff member, including the reason the WFHA has been requested, along with any implications to the team or business unit which may result from approving the WFHA.
11. Consistent with the requirements of the National Employment Standards (NES), prior to making any decision, line managers/supervisors consider if the staff member has made the request due to:
  - 11.1. The staff member being the parent, or having responsibility for the care, of a child who is of school age or younger.
  - 11.2. The staff member is a carer (within the meaning of the *Carer Recognition Act 2010* (Cth)).
  - 11.3. The staff member is a person with a disability.
  - 11.4. The staff member is 55 years of age or older.
  - 11.5. The staff member is pregnant.
  - 11.6. The staff member is experiencing family and domestic violence.
  - 11.7. The staff member is providing care or support to an immediate family or household member who is experiencing family and domestic violence.
12. A request for WFHA will not be unreasonably refused.
13. Following discussion and assessment of the request for a WFHA, the line manager/supervisor will provide the outcome of the assessment in writing and, if approved, will confirm their approval and the relevant associated agreed details to the staff member along with any supporting information.
14. If the WFHA is not approved by the line manager/supervisor, it is important that the line manager discusses this directly with the staff member to explain the rationale for the decision and to seek to agree an alternative arrangement. If an alternative arrangement is agreed, the line manager/supervisor must return the WHS52 form to the staff member with the request to update their request in line with the agreed arrangement.
15. If, following further discussion with the staff member, the WFHA request is not approved by the line manager/supervisor, the line manager/supervisor must notify the staff member of the decision in writing, including the basis on which it was not able to be approved. This information must be included in the WHS52 form comments section, though line managers/supervisors may also notify the staff member via email.

## C. Decision Review

16. If a staff member seeks a review of the decision to not approve, vary, or to conclude a WFHA, they should first seek to resolve this through a further discussion with their line manager/supervisor.
17. If, following discussion, they are unable to reach agreement, the staff member can seek a further review by writing to the line manager/supervisor's direct supervisor.
18. Staff members may also lodge a staff grievance under clause 57 of the *University of South Australia Enterprise Agreement 2023*.

## D. Working from Home Obligations

19. Working from home activities are subject to alignment with the following principles, which apply to all staff.

## Conduct

20. When working at a home-based work location, staff must comply with all relevant University policies, procedures, and guidelines.
21. Staff must notify their line manager/supervisor of any changes to their home-based work location that impact their capacity to comply with the requirements of their position.
22. Staff must ensure the home-based work location is fit for the requirements of their position, including the conduct of private conversations and compliance with the following Safety and Wellbeing and Cyber Security principles.

## Work Health, Safety and Wellbeing

23. Staff are responsible for the provision and continued maintenance of a healthy and safe environment compliant with relevant policies and procedures.
24. A home-based work location cannot be used as a physical meeting location with other staff members or stakeholders.
25. The University is not responsible for the health, safety, wellbeing, or injury to any third party or other parties at the home-based work location.
26. Completion of a [Working From Home Self-Assessment Form \(WHS29\)](#) or [Working from Home \(Academic\) form \(WHS83\)](#) is required at twelve (12) month intervals.

## Integrity and Security of UniSA Equipment, Data, and Materials

27. Staff will:
  - 27.1. Complete the University's Cyber Security training package prior to undertaking working from home activities.
  - 27.2. Observe University IT policies and procedures taking all reasonable precautions to ensure the integrity, security and privacy of the University's data, equipment, and materials.
  - 27.3. Utilise the University's Virtual Private Network (VPN) when accessing University systems, software and digital infrastructure.

## E. Equipment Provided by the University

28. Equipment provided by the University will be issued on the following basis:
  - 28.1. It will be returned to the University at the conclusion of a WFHA and/or termination of employment from the University.
  - 28.2. Equipment owned by the University will be made available to the University when requested.

## F. Monitoring and Review

29. A WFHA will be reviewed at least once every twelve (12) months in line with the renewal period, although earlier reviews can be undertaken as required.
30. Reviews may include but are not limited to:
  - 30.1. Wellbeing of staff member.
  - 30.2. Work performance.
  - 30.3. Impact on students, the team and unit.
  - 30.4. Impact on other stakeholders.
  - 30.5. Requirements of the National Employment Standards as referenced in section 11 of this procedure.

## G. Variations

31. It is likely that there will be occasions where a staff member with an approved WFHA is required to attend on campus on a day that is usually a nominated work from home day, and this may necessarily become evident at short notice due to the nature of the requirement. In these circumstances staff are required to make themselves available on campus unless there is an appropriate reason that means this is not possible. Circumstances which may require you to come to campus may include, but are not limited to:
  - 31.1. Attending on campus training events or team activities.
  - 31.2. Providing coverage for essential on campus service rosters.
  - 31.3. Assisting with an emergency situation (e.g., laboratory infrastructure or equipment failure, major IT incident) or a significant operational service matter.
32. Variations to the WFHA can be proposed by either the staff member or the line manager/supervisor. Reasons for proposing a variation may include, but are not limited to:
  - 32.1. Changed circumstances at the home-based work location;
  - 32.2. A new position or role being undertaken by the staff member;
  - 32.3. Concerns raised by the staff member in relation to isolation from colleagues;
  - 32.4. Changed operational needs of the University;
  - 32.5. Change to the impact of the WFHA on the staff members team/area; and
  - 32.6. Where the current arrangements are no longer efficient and effective in the context of the responsibilities of the staff member's position.
33. Minor variations, such as switching of agreed WFH days, or a reduction agreed in WFH days, can be mutually agreed by the staff member and their line manager/supervisor and if a new WHS52 is not necessary, will be agreed in discussion.
34. Significant variations, such as a change in the location of the home-based work location, or a significant change to the hybrid work pattern, will be processed in accordance with the requirements of the WHS52 form.
35. The University also acknowledges there may be occasions when the staff member requires a short-term increase to their WFHA exceeding 40% FTE. In this situation the staff member and the line manager/supervisor must discuss and this will be subject to line manager/supervisor approval and provision of supporting documentation, where relevant.
36. If a proposed variation cannot be mutually agreed, the WFHA may be concluded by either the University or the staff member. A staff member can seek to have the decision reviewed as outlined in **Part C. Decision Review.**

## H. Concluding a WFHA

37. Staff may end their WFHA at any time by giving at least 28 days written notice or at any time where it is mutually agreed by both the staff member and the line manager/supervisor.
  38. A WFHA can be concluded at any time at the University's discretion by the University providing 28 days written notice to the staff member, or at any time where it is mutually agreed by both the staff member and the line manager/supervisor.
  39. When a WFHA is concluded by the line manager/supervisor, the staff member will be provided with the reasons for its conclusion. These may include:
    - 39.1. where a variation could not be mutually agreed.
    - 39.2. changes to the requirements of the staff member's position, team or unit.
    - 39.3. The staff member is being involved in a performance lifting process
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## Definitions

<b>Additional equipment:</b>	Workstation peripherals necessary to perform the working from home activities. E.g. mouse, keyboard, computer monitors.
<b>Home-based work location:</b>	The area identified by the staff member within their home in which they will carry out <b>working from home activities</b> that has been approved by their line manager/supervisor.
<b>Line Manager/Supervisor:</b>	University staff who have responsibility for the oversight and/or direction of the work of staff.
<b>Working from Home Arrangements (WFHA):</b>	An arrangement made between a staff member and the University for the performance of agreed activities on nominated days at the staff member's home in an approved home-based work location. This includes the pattern of days to be spent on campus and at the <b>home-based work location</b> .
<b>Working from home activities:</b>	The set of agreed activities that can be safely and securely undertaken in the home-based work location without adversely impacting University operations, other staff and team members or other University stakeholders.

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### Related Documentation:

- > [Working From Home Policy](#)
- > [University of South Australia Enterprise Agreement 2023](#)
- > [Senior Staff Employment Conditions Policy](#)
- > [Acceptable use of Information Technology \(IT\) facilities](#)
- > [Information Security Policy](#)
- > [Health Safety and Injury Management Policy](#)
- > [Performance Management Policy](#)
- > [National Employment Standards](#)
- > [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 procedure.