

Working from Home Policy

1. Introduction

The Geelong College is committed to supporting flexibility in the workplace. The School recognises that there are circumstances where allowing or requiring an employee to engage in what is defined as home-based work, is appropriate or necessary.

2. Scope

The policy assists staff and their Line Managers in ensuring measures are in place when staff request or are required to work from home do so safely and to the required standards. This policy applies to all employees. Nothing in this policy is intended to alter or override the terms and conditions of The Geelong College Enterprise Agreement.

3. Guidelines

When an employee requests to work from home or The Geelong College requests an employee work from home, there are many considerations that must be given. These considerations are around the nature of the work to be performed at home, the operational needs of the school, the impact on service delivery to The Geelong College community, the effect on other employees and the functionality and appropriateness of the home-based worksite.

Working from home is not a replacement for any situation that would require the use of sick, annual or personal leave such as carers leave, and bereavement leave or a situation whereby an employee is not fit to come in for work.

A home-based worksite is individually exclusive to each employee and under no circumstances should another employee, student, contractor or provider attend the employees home based worksite.

4. Definitions

Agreements:	The Geelong College operates two agreements The Geelong College (Teachers) Agreement 2017-2019 and The Geelong College (Business Operations Employees) Agreement 2018-2020.
Employee:	Includes ongoing employees, fixed term and casual employees
IT Hardware:	Computer, telephone or other electronic and related equipment required for the conduct of work
Home-based Work:	Work performed at an Employee's residential address, for an agreed number of hours on a specific day or days, for an agreed period of time
Home-based Office/ Worksite:	An area designated in an Employee's designated dwelling which has been agreed by the Employer and the Employee for the use by the Employee to perform home-based work
Remote Access:	Access to The Geelong College server, intranet, virtual learning environments, information and database systems and electronic documentation folders from a location not within School property
Supervisor	Academic Staff: the supervisor will be the Employee's Head(s) of School. Business Operations Staff: the manager will be the Employee's direct report Line Manager.

5. Eligibility

Consideration must be given to whether the work to be performed at home can be performed safely and productively in a home-based environment. Positions that are predominately Supplier, Provider, parent and student facing; reliant on having on-campus access; or require a high degree of supervision to perform; may not be suited in their current form for home-based work.

Similarly, an employee's managerial responsibilities may render a position unsuitable for regular home-based work. In the event where an Employee with managerial responsibility is working from home, arrangements should be made to ensure that the Employee is accessible to other Employees as they would be if on site.

Consideration must be given to:

- a. compliance with legislation, The Geelong College Enterprise Agreement and the School's relevant policies
- b. suitability of the Employee duties
- c. reasons for the requested or required arrangement
- d. ability of the Employee to work autonomously
- e. ability of the Employee to conduct home-based work
- f. [Working from Home Health, Safety and Environment Checklist](#)
- g. impact on colleagues and stakeholders of the School
- h. proposed methods for monitoring safety controls, and
- i. proposed methods for communicating and monitoring expected standards and expectations of home-based work

The work should be identified as unlikely to cause a risk to the employee's health or safety. For example, work involving heavy lifting would not be suitable.

Employees may seek advice from Heads of School or the Director Business Operations regarding the requirements of conducting home-based work.

6. Responsibilities

For an Employee Requesting a Home-Based Work Arrangement

6.1 Line Managers

Line Managers have responsibility for the review of the proposed home-based work arrangement and communication with and monitoring of the Employee's progress.

Each request will be considered on a case-by-case basis. Academic staff may seek approval from the Heads of School – Business Operations Staff from the Director of Business Operations and in accordance with the Enterprise Agreement. Approval or decline an agreement can be given at the discretion of the Principal.

6.2 Employee

The employee must:

- a. comply with the school's requirements, standards and expectations of home-based work
- b. supply all relevant documentation in support of the request
- c. complete the working from home safety checklist
- d. abide by the terms and conditions for the agreement
- e. ensure they have adequate internet connectivity for their home-based office

- f. contact their Line Manager immediately if there are any concerns with the agreement

6.3 Employer

The Employer will:

- a. communicate the School's requirements, standards and expectations of home-based work
- b. ensure each Employee completes the [Working from Home Health, Safety and Environment Checklist](#)
- c. assess the Employee's capacity to meet the requirements, standards and expectations of home-based work
- d. provide the appropriate access to resources, equipment, IT hardware and remote access facilities to enable the Employee to meet the requirements, standards and expectations of home-based work

7. For an Employee Required to Engage in A Home-Based Work Arrangement

7.1 Line Manager

In collaboration with the relevant members of the Executive team, Line Managers have responsibility for the allocation of required home-based work arrangements and communication with and monitoring of the Employee's progress.

7.2 Employer

The Employer will:

- a. communicate the school's requirements, standards and expectations of home-based work
- b. ensure each Employee completes a Work from Home Safety Checklist
- c. assess each staff member's capacity to comply with the school's requirements, standards and expectations of home-based work
- d. provide the appropriate access to resources, equipment, IT hardware and remote access facilities to enable the Employee to meet the requirements, standards, and expectations of home-based work
- e. communicate to those Employees who cannot comply with the school's requirements, standards and expectations of home-based work the leave entitlements they have access to

7.3 Employee

The employee will:

- a. complete a Work from Home Safety Checklist
- b. ensure they have adequate internet connectivity for their home-based office
- c. endeavour to comply with the school's requirements, standards and expectations of home-based work
- d. access the appropriate leave entitlements should they be unable to comply with the school's requirements, standards and expectations of home-based work

8. Reference

Relevant Legislation

[Work Health and Safety Act](#)

[Work Health and Safety Regulations 2011](#)

[Fairwork – Flexible working arrangements](#)

[Workplace Injury Rehabilitation and Compensation Act 2013](#)

[Occupational Health and Safety Act](#)

[Working from Home Health, Safety and Environment Checklist](#)