



WORKING FROM HOME POLICY

POLICY DETAILS			
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Responsible Officer	Manager Corporate Services	Review Date	23/03/2022
Relevant To	All Staff		
Relevant Legislation(S)	Fair Work Act, Privacy Act, Workplace Health and Safety Act		
Related College Documents	Working from Home Attachment: Impacted Operations		

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1. SCOPE

This policy applies to all employees at Iona College. It has been established to assist employees who wish to request a working from home arrangement; and outline the process involved to support working from home safely and securely should Iona College Leadership impose a working from home arrangement with employees. This procedure also assists managers and supervisors at Iona College to manage and respond to such requests or discussions appropriately.

This procedure should be read in conjunction with the Flexible Working Policy, Workplace Health and Safety Policy and Fair Work Act 2019. Nothing in this policy is intended to alter or override the terms and conditions of the Catholic Employing Authorities Single Enterprise Collective Agreement (Enterprise Bargaining Agreement – EBA).

2. POLICY STATEMENT

- 2.1. Iona College endeavours to assist its employees achieve their personal, family and relationship goals by facilitating flexibility in employment and working arrangements to achieve the optimum balance between work and personal responsibilities. Flexible Work Arrangements are about an employee and an employer making changes to when, where and how a person will work to better meet individual and business needs. This Working From Home Policy is an extension to the Flexible Working Policy.
- 2.2. The working from home request process is initiated through the flexible working request process as mapped below:



- 2.3. In accordance with the provisions of the Working from Home Guidelines Attachment, approval may be given for an employee to work from home where it has been clearly identified that one or more of the following apply:

- the arrangement would enhance or maintain productivity and efficiency;
- there is a benefit to the College;
- there would be no significant additional expenses incurred;
- it does not impact other staff negatively;
- working from home is an approved condition of employment; and/or
- there are valid personal or family reasons (refer to the Flexible Working Policy).

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3. POLICY MANAGEMENT

Compliance, monitoring and review

- 3.1. Approval of working from home is at the discretion of the Rector/Principal.
- 3.2. Approval to work from home on a regular or ad hoc basis is subject to the operational requirements and efficiency, productivity and cost considerations in accommodating the request, along with considerations of the employee's personal circumstances.
- 3.3. The employee will be responsible for providing their own equipment, including a reliable and active internet connection with a secure internet/wi-fi password at their own expense.
- 3.4. If an employee works from home on an ad hoc, regular or long-term basis, a Working from Home Agreement approved by the Rector/Principal is required. A specific workspace must be designated at the employee's home and that workspace must be assessed in accordance with Colleges Workplace Inspection Checklist by the employee or an appropriate College representative.
- 3.5. An employee can only be directed to work from home performing useful, gainful work in the event of a pandemic or natural disaster, as approved by the Rector/Principal. Outside of this scenario, work from home arrangements can only occur by agreement between the employee and the Rector/Principal. The Rector/Principal or the employee can terminate a working from home agreement on four weeks' notice. Trial periods and review periods per the Flexible Working Policy will apply to any approved arrangement.
- 3.6. This policy is to be reviewed immediately after a substantial breach in policy, otherwise the policy is to be reviewed in 2 years from the date of publication.
- 3.7. The policy officer is responsible for reviewing this policy and ensuring that it aligns with key legislation and all interlinked policies and procedures as follows:
 - Fair Work Act
 - Privacy Act
 - Work Health and Safety Act
 - Code of Conduct
 - Flexible Working Policy
 - Privacy Policy
 - Return to Work and Injury Management Policy
 - Work Health and Safety Policy
 - Workplace Rehabilitation Policy

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Reporting

- 3.8. The Policy Officer and/or identified delegates must provide the Board of Directors/College Leadership Team/Risk and Compliance Committee with quarterly reports of any working from home arrangements and their effectiveness with any costs associated.
- 3.9. No additional reporting is required.

Records Management

- 3.10. The Policy Officer and delegates must maintain all records relevant to administering this policy in a recognised College recordkeeping system
- 3.11. All Working From Home Agreements, checklists and records must be retained for a minimum period of 100 years.

4. DEFINITIONS

Ad hoc: less than ten days within a three-month period is considered as an ad hoc arrangement

College: Iona College

Employees: includes ongoing employees, permanent employees, fixed term and casual employees.

Information technology equipment: computer, internet, telephone (including mobile phone), fax or other electronic and related equipment required for the conduct of work.

Furniture: chairs, desks and other furniture normally provided at the Council work site. Home based office - an area designated in an employee's private dwelling which has been agreed by College and the employee for use by the employee to perform home based work.

Home based work: the agreed duties to be performed by the employee at the home-based office – as per the relevant Working from Home Agreement Attachment.

5. FEEDBACK

- 5.1. Provide feedback about this document by emailing Compliance@iona.qld.edu.au

6. VERSION HISTORY

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7. APPENDICES

[If diagram/s, including flowcharts, will help readers to understand the policy, include these in the appendix, but keep them simple.]

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