



Working from Home Procedure

Policy

WHS Policy

Procedure

The Hut "Working from Home" policy allows a staff member to work from home under conditions which are described below.

The opportunity to work from home on a regular basis or for an extended period is not an entitlement or a right and can only occur by a formal mutual agreement (the Agreement) between management and the staff member. Either Management or the staff member can initiate a working from home arrangement. A staff member cannot be directed to work from home (unless advised by a medical certificate) and management is under no obligation to approve a request from a staff member to enter into a working from home arrangement.

When asked to approve a working from home request, management will consider issues such as:

- the type of work and the amount of work
- the working environment in the home, in particular, its likely impact on the health and safety of the staff member
- whether physical or other factors at the home are likely to impinge on the productivity of the staff member
- whether the work can be completed without direct supervision
- whether there will be any adverse effect on customer service.

Positions which may be considered inappropriate for on-going home-based work include those:

- carrying supervisory responsibilities
- that are part of a team and require regular face-to-face contact with other team members (e.g. on a daily basis)
- which provide face-to-face client service to staff or others.

Conditions Governing Working from Home

The duties to be performed while working from home should be clearly detailed and formalised in the Working from Home Agreement prior to commencing the work arrangement.

Hours of work

The average hours per week to be spent working from home is to be agreed. Working from home for the whole of a staff member's working week should be a rare occurrence and only entered into where no other alternatives are available.

A record of hours worked at home must be maintained. These hours will be within the staff

member's normal span of work hours.

Overtime may only be worked in accordance with the overtime provisions of The Hut's Enterprise Agreement, except that no meal allowance is payable for overtime worked at home.

Workplace Health and Safety (WHS)

Management will ensure that

- the workplace conforms to workplace health and safety standards, in particular ergonomic principles and
- the staff member working from home is aware of and takes seriously the obligation to maintain a safe working environment.

All WHS policies which apply at the worker's Hut-managed workplace shall, as far as practicable, apply to working from home.

The staff member is responsible for all costs associated with WHS compliance, unless requested to work from home. If requested to work from home, The Hut is responsible for all costs associated with compliance.

The staff member is to agree that The Hut is not liable for the safety or health of a third party, other than a Hut worker, who is injured in the home-based work environment.

Equipment

Prior to commencing working from home, management and the staff member must agree on:

- ownership of furniture and equipment
- who is responsible for maintenance of furniture and equipment.

Duration of Working from Home Agreements

The term of an agreement will generally be a period no longer than six (6) months in the first instance, after which time it will be reviewed.

Approval

Before management will approve working from home the staff member must comply with requirements set out in the Agreement.

The Agreement, once signed by the staff member's supervisor, shall be forwarded to the EO for confirmation that all conditions have been met and for approval.

Working from Home Agreement

The Working from Home Agreement and Attachments A & B detail the terms and conditions that apply to a working from home arrangement.

Procedures Approved (Board Chair)		Date 12/07/2017
Version	2	
Date for review 12/07/2020	Responsibility	WHS Committee
To be reviews every 3 years		



Working from Home Agreement

1. Principles

- a) Working from home should be a consensual arrangement with no coercion from either party.
- b) The terms and conditions of employment for staff working from home apply, in so far as they are relevant to both the staff member's normal place of work and the home-based work site.
- c) The Hut is responsible for the health, safety and welfare of the staff member at both the staff member's normal place of work and the home-based work site.

2. Implementation procedures

- a) Prior to staff being granted approval to work from home The Hut Management and staff member are to complete the Schedule to this Agreement (**Attachment A**)
- b) The staff member agrees to ensuring that the home based work site conforms with Hut Workplace Health and Safety (WHS) Policies and Procedures – in so far as is reasonably practicable. The staff member will complete a working from home self assessment checklist (**Attachment B**).
- c) The Hut in conjunction with the staff member will monitor that the site and equipment to be used is in accordance with ergonomic principles, in particular as they apply to the equipment and furniture, lighting and noise. The Staff member is responsible for all costs associated with compliance, unless directed to work from home in which case The Hut is responsible for all costs associated with compliance or negotiation with the Executive Officer (EO).
- d) The staff member is required to describe the nature of the home-based work to be performed and to help identify risks to health and safety for the attention of Hut Management.
- e) The Staff member agrees to notify the immediate supervisor of any work-related injury, accident, illness or disease arising from home-based work and to complete a Hut Incident/accident report form.
- f) The Hut agrees to furnish the staff member with a first aid kit suitable for the work environment, as defined in the Workplace Health and Safety Regulations. The staff member agrees to ensure that the kit is kept at the home based work site and to notify The Hut (on an accident/incident report form) when any item is used and if any items require replacement.
- g) The staff member agrees that The Hut is not liable for any injury or illness incurred by a third party who is not a staff of The Hut at the home in which Hut work is being performed under this Agreement.

3. Equipment

- a) The Hut and the staff member will compile a list of equipment used by the staff member in the course of carrying out work at the home and specify who owns the equipment and/or software. This list will be attached to this Agreement.
- b) Equipment and software belonging to The Hut which is provided to the staff member for home-based work will be used solely for the purposes of performing the Hut's work by the staff member. All equipment owned or leased by The Hut will remain the property of the Hut or lessor.
- c) The staff member agrees that The Hut may have access to the home based work site during hours of work or after provision of 24 hours notice, to remove the equipment. In removing the equipment The Hut will take all reasonable care to minimise damage to the home based work site and/or property. If damage to the site is caused by The Hut's actions, The Hut is responsible for repairs, replacement or compensation.
- d) The Hut or contracted lessor will maintain the equipment and/or software owned or leased by The Hut. The staff member agrees to notify The Hut if any issues arise with the operation of The Hut equipment and allow access as required to replace service or repair the equipment.
- e) If it is agreed that the staff's members equipment is to be used at the home based work site for The Hut's work, the percentage of costs of maintenance, repair and insurance of the equipment to be the responsibility of each party and will be agreed between The Hut and the staff member. The manner in which consumables will be supplied and paid for and how costs will be shared will also be agreed. These agreements will be documented and attached to this Agreement.

4. Security of assets and information

Security of information shall be as applied for The Hut's office based employment. It is agreed the staff member shall take all reasonable precautions necessary to keep The Hut's equipment and data secure.

5. Conditions of employment and variations in the conditions of employment

- a) The terms and conditions of the employment between The Hut and the staff member do not change by the fact that the staff member has approval to work from home. In particular, the level of the staff member's position and related remuneration will not be altered by this Agreement.
- b) The Hut and the staff member engaged in work at the home based work site may agree to vary any of the terms and conditions of the home based work agreement with the exception of 4(a) above. Any variation must be agreed to by both The Hut and the staff member and must be in writing and **attached to this Agreement**.

6. Hours of work/overtime

- a) The staff member agrees to maintain an accurate and up to date record of hours worked at the home based work site. The hours to be worked will be within the normal span of hours of the staff's member's hours of work, and shall be agreed to and shall be recorded on **Attachment A**.
- b) Provisions for working overtime are the same as apply to staff working on Hut premises (refer to The Hut Enterprise Agreement) but it will be under rare circumstances that approval for overtime to work at a home site will be given.

7. Communication

The staff member agrees to be contactable and available for communication with The Hut during the periods in which home based work is carried out.

8. Performance

The Hut and the staff member agree to establish and implement a procedure, appropriate to the work, by which the performance of the staff member at the home based work site can be monitored. This agreement should be incorporated into the normal Performance Review procedure for the staff member and a copy is to be **attached to this Agreement**.

9. Termination of the home based work arrangement

- a) The agreement may be terminated by either party prior to expiry, provided that the party wishing to terminate gives reasonable notice.
- b) It is agreed that reasonable notice shall be four (4) weeks if the previously agreed period for home based work was for six (6) months: or two (2) weeks if the previously agreed period for home based work was less than six (6) months.

10. Expenses

a) Travel

- i. Reimbursement of travel costs will be € per The Hut Enterprise Agreement

b) 'Home as Office' Allowance

- i. No home office allowance will be paid by The Hut. It is expected that the home based worker will claim an Income Tax Deduction for costs associated with home-based work.

c) Telephone and Internet

- i. Business calls made on a private phone will be reimbursed upon receipt of a claim
- ii. Other costs (e.g. those arising from the installation of dedicated phone lines or purchase of a mobile phone) will be met directly by The Hut **with prior approval by the Executive Officer.**

Attachment A



Working from Home Schedule

Staff Member Details:		
Staff members 'name:		
Position:		
Home Office Address:		
Home Office Phone	Home Office Facsimile	
Email		
Days of Home-based work site	Days at Hut Managed work site	
Commencement Date /...../20...	End Date /...../20.....	
Hours of work per week at home based work-site	_____ hrs/week	
Details of work to be performed at home based work site 		
Asset/equipment list attached	Yes	No
Working From Home Self-Assessment Check list attached:	Yes	No
I have read and understood the conditions set out in this Working from Home Agreement. I indicate my acceptance of the terms of this Agreement by signing below.		
Staff Member	Signature	Date
Supervisor	Signature	Date

Please return this signed form (Attachment A) and the signed "Working from Home Self Assessment" (Attachment B) to The Hut Executive Officer for Approval.

Executive Officer:	Signature	Date:
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Attachment B



Working from Home Self-Assessment Checklist

This checklist should be completed by the staff member applying to work from home and should be reviewed by the supervisor prior to the staff member commencing working from home to determine if the home work area is safe and suitable and or is any equipment or furniture is required.

Staff Member's Name:	Program/Activity:
Phone:	Email:

Supervisor Name:	Program/Activity
Phone:	Email:

Checklist:

Chair			
The chair is easily adjusted from a seated position (Seat back height & angle, seat height)	Yes	No	N/A
The seat back is easily adjusted so the lumbar support of the chair supports the lower back	Yes	No	N/A
The forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted	Yes	No	N/A
When chair height is adjusted appropriately, the feet are positioned on the ground, legs at right angles at the knee	Yes	No	N/A
If feet are not positioned on the ground, a foot rest is provided	Yes	No	N/A
Seat back angle is adjusted so user is in an upright position when using keyboard	Yes	No	N/A

Work Station Desk

Desk is large enough for the completion of mixed tasks (computer and reading/writing)	Yes	No	N/A
Desk height meets ergonomic principles	Yes	No	N/A
If desk is height adjustable – is it easily adjusted? Adjusted so forearm are parallel to floor or angled down slightly?	Yes	No	N/A
Desk is designed so frequent trunk twisting/rotation is not required	Yes	No	N/A
User is able to sit close to workstation without any impediment (Check that the desktop is thin, chair arms are not in the way, clear leg room)	Yes	No	N/A

	Yes	No	N/A
If documents are regularly referred to, they can be positioned and supported (i.e. use of document holder or desk slope) to avoid unnecessary neck movement (looking sideways/downwards).			

Monitor

Is positioned at approximately an arms distance when in an upright seated position	Yes	No	N/A
Is positioned at an appropriate height (neck remains in a neutral position – not required to look upwards or downwards to view monitor)	Yes	No	N/A
If using a laptop, monitor is either raised or positioned on a docking station	Yes	No	N/A

Keyboard and mouse

Elbows remain close to side of body when keyboard and mouse are utilised	Yes	No	N/A
Mouse is at the same level as the keyboard	Yes	No	N/A
Separate keyboard and mouse is used if utilising laptop computer for extended periods	Yes	No	N/A

Work Environment

Lighting is adequate (able to read/refer to documentation without eye strain)	Yes	No	N/A
Noise levels are not distracting from task concentration	Yes	No	N/A
Ventilation (natural or artificial) is adequate	Yes	No	N/A

Date Completed:/...../20.....

Actions or equipment required:

List any actions or equipment (e.g. document holder, monitor stand) or modifications (e.g. workstation adjustments) required.

I have read, completed and understood the above and have forwarded completed form to my supervisor.

Staff	Signature	Date
Supervisor	Signature	Date