



Policy Number HR021

REMOTE WORKING POLICY

Ormond College supports remote working arrangements, recognising their role in enhancing work-life balance and productivity. We are committed to ensuring the health, safety, and well-being of our employees, whether on-site or working remotely. To this end, we provide the necessary tools and resources, including a Remote Working Self-assessment checklist and the International Working Remotely Checklist, to ensure that all remote workspaces meet our standards. We value the contributions of our employees and are dedicated to fostering a flexible, safe, and supportive work environment.

1. Purpose

The purpose of this policy is to provide clear guidelines for Remote work arrangements at Ormond College.

2. Scope

This policy applies to all permanent and fixed term employees at Ormond College whose work can be successfully undertaken from a remote location.

3. Policy Guidelines

Remote work is work performed at a location other than Ormond College.

We provide you with some work location flexibility to enable you to balance onsite team collaboration and student interaction while also enjoying the flexibility of from a remote location. However, please note that remote working may not be available to all team members. If your role requires workplace attendance to properly perform its inherent requirements of your role, you will not be able to work remotely.

We require full-time employees to be present at the College for a minimum of four days per week. A member of the Executive may approve a second day of remote work based on operational needs.

If you work part-time, you are expected to attend the College for a minimum of 80% of your contracted hours.

For casual employees, remote work arrangements will be determined by your line manager on a case-by-case basis.

You are required to attend the workplace on common days, which are Tuesday and Thursday, except for public holidays or non-working days for part-time or casual employees. Please note that additional



attendance may be required on short notice to accommodate College needs, including but not limited to, cover for absent employees, attend meetings or training, and supervise others.

If you wish to undertake different working arrangements, you are encouraged to speak to your manager and discuss the options. Any different working arrangement will be considered on a case-by-case basis.

3.1 Everyday flexibility

Everyday flexibility refers to informal, temporary or one-off arrangements to manage unexpected events. If you need such flexibility, it is your responsibility to seek approval from your manager, notify Reception, and remain contactable via Zoom, Teams and/or email.

3.2 Requirements for remote work

You are expected to work your agreed number of hours within ordinary business hours as detailed in your employment agreement.

It is your responsibility to ensure you have a reliable internet connection at home and cover all associated costs. If you experience technical difficulties that impact your work performance, you must work on-site until the issues are resolved.

Remote work arrangements will be reviewed annually and may be discontinued if they are ineffective and impact operations or an employee's performance, or if changes in the remote location make them unfeasible. Changes to the agreements can be made at the discretion of the College.

If you need adjustments to working days or times, you should discuss it with your manager, who will evaluate if the request can be accommodated. However, please note that changes that may negatively affect service delivery, the team, workload, or performance will generally not be approved.

3.3 Equipment

Ormond College provide employees with one business laptop for remote work. Any additional equipment, such as home office furniture required to set up a working space at home, is your personal responsibility. You are encouraged to review the ATO website for information on tax deductions related to working from home items.

3.4 Accessibility and Communication

When employees are working remotely, they must ensure that they are contactable and available for communication with their manager and relevant colleagues during their regular work hours.



3.5 Employee Responsibilities

The employee is responsible for:

- Complete a new Remote Working Self-assessment checklist if there is any change in their working environment (e.g. relocation) or at least once a year.
- Any necessary modifications or changes to equipment must be addressed before commencing remote work.
- Providing accurate information on the checklist and for communicating any concerns with their manager.

3.6 Manager's Responsibilities

Managers are responsible for effectively managing their teams while working remotely, maintaining regular contact with each team member, and establishing and documenting performance expectations.

In addition, the manager is responsible for:

- Ensuring that all employees who work remotely have completed a checklist, which is reviewed at least annually.
- Follow up with the employee on areas or modifications that are required.
- Review the checklist to ensure that it has been completed, signed and approved.

3.7 International Remote Working

The College will support employees working internationally for agreed-upon periods in limited circumstances. If an employee seeks approval to work internationally for an agreed-upon period, they should submit a proposal detailing working days, hours, and duties.

The International Working Remotely Checklist forms part of the approval process for working remotely and should be completed before any flexible working arrangements commence.

Applications for International remote working arrangements must be approved by the manager and Executive Member in consultation with the Associate Director People and Capability.

3.8 Safety

You must take reasonable steps to ensure a safe work location and comply with work health and safety requirements at all times. It is your responsibility to promptly communicate any permanent changes in your remote work location to your manager.

3.9 WorkCover

If you sustain an injury while working remotely, you must notify your manager as soon as possible. If you are injured while performing approved work in your designated hybrid/remote work location within business hours, you are covered by WorkCover.



3.10 Wellbeing

If an employee is unwell and unable to attend the office, they are not permitted to work remotely without approval from the Manager. Each individual request will be considered; however, the manager must assess whether there are suitable duties to be performed remotely, and any risk associated with granting the request. The manager must assess whether the employee is:

Fit for Work: If the employee appears to be fit for work, they will confirm approval in writing via email, informing the employee to keep in touch and to stop working if their condition deteriorates

Unfit for Work: If the employee sounds unwell or appears to be prioritising their work over their health, the employees request to work remotely should be denied and the employees' workload should be reallocated.

The manager should consult with the Executive Member and/or the Associate Director People and Capability if they are unclear on whether approval to work remotely should be granted or if the request continues for several days.

If the employee has been working remotely due to a serious injury or hospitalisation, the employee must provide a medical certificate detailing any restrictions. Prior to returning to work, the employee must also provide medical clearance from their treating practitioner.

When working remotely, it is important for you to look after yourself and stay connected to your team. Here are some guidelines to follow:

- Set up a dedicated workspace, making it as free from distractions as possible.
- Develop a schedule that includes periods of focused work and breaks.
- Stay connected to your team and actively participate in regular meetings through phone or MS Teams or Zoom.

Remember, the Employee Assistance Program (EAP) is a free, professional, confidential counselling service available to you and your immediate family members. It is there to support you in case you need assistance with work-related or personal matters.

Legislation

- Fair Work Act 2009 (Cth)
- The Occupational Health and Safety Act 2004 (OH&S Act)

Related Template, Forms and Policies

- Flexible Working Arrangement Policy
- Remote Working Self-Assessment Checklist
- International Remote Working Checklist