

AD HOC HOME BASED WORK ARRANGEMENTS GUIDELINES

*Approved 5th January 2000
Revised 6th September 2011*

AFTRS recognises that under certain circumstances and to perform a specific task it may be more effective for a staff member to work at home for a strictly limited period. Examples of this might be to read student applications, write reports, or undertake research.

Under these circumstances a staff member may request to work from home on an ad hoc basis and outside of the provisions relating to longer term formal Home Based Work arrangements. Staff will be covered by normal compensation arrangements, will receive salary, and will accrue leave as if they have been working at the School.

Approval must be given in advance and each request will be considered on its merits. Approval will only be given on the following basis.

- ◆ Agreement to be contactable during office hours.
- ◆ Undertaking to ensure the home environment meets OH&S ergonomic standards.
- ◆ There will be no cost to the AFTRS.
- ◆ Feedback will be provided on the completion of tasks.

To apply a request to work from home should be emailed to the relevant Divisional Director (through the supervisor if applicable). The request should include the dates, the work to be undertaken, and confirm that you will be contactable. The Divisional Director should respond in writing. It is important to keep the record of approval.

Grievance Procedures

If an application to work from home is rejected or there are difficulties with the application of the agreement, the employee has a right to lodge a request to have the matter investigated in accordance with Part 14 of the AFTRS Enterprise Agreement 2011.