

Policy for Telecommuting (working from home)

Policy Number

CITG 005

Board approval:

Version 1 approved - 8 October 2013

Related policies:

Work Health and Safety Act 2011 -

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf>

Overview

The purpose of this Policy is to stipulate the health and safety requirements for the approval of formal and informal working from home arrangements and to ensure that the risk of injury is minimised for all College Staff who perform normal work duties at their home under a working from home arrangement.

This Policy applies to all Employees; it includes situations where individuals are applying to work from home or where approval has been granted for Employees to work from home.

Policy / Guidelines

Telecommuting is a voluntary arrangement. There is no automatic entitlement to telecommute for employees. Telecommuting may be approved for employees by the (College head / Business Manager) in circumstances such as:

- facilitating an employee's staged 'return to work' following a period of illness, parental leave or other absence due to personal circumstances;
- where it is demonstrated that productivity can be increased through reduced travel time;
- to achieve a reduction in the need for office space or where operational needs may require telecommuting;
- where it is appropriate and necessary for employees to telecommute to undertake specific projects or tasks; or
- where there is a demonstrable need for staff to balance work and family responsibilities, subject to the operational requirements of the College.

Employees who telecommute remain subject to the provisions of the *Work Health and Safety Act 2011*.

Prior to the commencement of any telecommuting arrangement an assessment of the proposed alternative workplace is required. Such an assessment is to be undertaken in accordance with the Telecommuting – Procedures ([PPL 5.43.05b](#)).

Other than the staff member's base workplace, telecommuting does not alter the contractual terms and conditions of employment.

Details of the process for engaging in a telecommuting arrangement are outlined in the Telecommuting – Procedures ([PPL 5.43.05b](#)).