

AFTRS LONG TERM HOME BASED WORK GUIDELINES

*Approved 5th January 2000
Reviewed 6th September 2011
Reviewed 1st January 2012*

Introduction

AFTRS recognises that in some instances it is both more practical and efficient for work to be undertaken at a staff member's home. The AFTRS 1995 Enterprise Agreement introduced the possibility of staff members being able to enter into a Home Based Work arrangement. This arrangement has been continued under all AFTRS Enterprise Agreements and is currently covered by provision 10.7 of the AFTRS Enterprise Agreement 2011.

Eligibility

All staff, both full time and part time, employed under the AFTRS Enterprise Agreement 2011 are eligible to apply for a Home Based Work arrangement.

Initiation and Approval

There is no automatic right for employees to be granted working from home arrangements, nor does AFTRS have the right to relocate employees to a home based site. The arrangements are voluntary and can only be entered into with the approval of the employee and the AFTRS. If an employee is involved in a rehabilitation program then the AFTRS and the employee will need to seek expert advice from the case manager/rehabilitation provider.

Requirements for Approval

1. The employee may be represented in negotiations. The Head of Human Resources should be advised as soon as an employee has indicated that they are interested in a Home Based Work arrangement so that they can be appropriately advised.
2. The employee will need to lodge an application detailing their "expression of interest" in working from home. This should include the duties to be performed, and the hours and days on site and off site. This should be lodged with the Head of Human Resources and must be supported by the supervisor.
3. Before approval can be given by the Divisional Director the employee must:
 - ◆ provide the address and phone number of the Home Based Site;
 - ◆ outline the duties to be performed at the Home Based site;
 - ◆ state the days and hours of duty at the Office Based site and the Home Based site;
 - ◆ state the proposed duration of the arrangement;
 - ◆ provide details of AFTRS assets and supplies to be used at the Home Based site;
 - ◆ provide details of the employee's assets and supplies to be used at the Home Based site for official user including maintenance and insurance coverage;state any agreed security measures, and
 - ◆ complete the Health and Safety Risk Assessment Checklist.

The above may involve an inspection of the Home Based site by a member of the AFTRS Health and Safety Committee to ensure safety. All details should be discussed and written details provided to the Head of Human Resources when the application is lodged. The Head of Human Resources will arrange a meeting between the staff member and supervisor to compile the necessary information prior to the application being lodged with the Divisional Director if necessary. Once this has been completed, the application will be forwarded to the Divisional Director for consideration.

4. The written record of agreement will be either approved or rejected by the Divisional Director and the decision will be communicated to the employee and their supervisor. The details will be placed on the employee's Personnel file.

Job Characteristics Not Considered Appropriate for Home Based Work

If one or more of the following job characteristics is required in the performance of the duties of the position, it is unlikely Home Based work will be approved.

- ◆ A high degree of supervision or close scrutiny is required.
- ◆ Direct face to face client contact would be required at the Home Based site.
- ◆ The position does not lend itself to objective performance monitoring.
- ◆ The position carries training or supervisory responsibilities.
- ◆ The position requires the occupant to be a member of a team and that regular face to face contact with other team members at the Office site is an integral part of the position's responsibilities.
- ◆ Other characteristics which the Divisional Director deems to be unsuitable for Home Based work.

Entitlements

Current provisions such as pay, leave entitlements, allowances received as an on-site worker apply to the Home Based site. The employee's Office Based site will be deemed to be the employee's base for the purposes of Excess Fares, Excess Travelling Time and Motor Vehicle Allowance where applicable.

Any period of work negotiated for the home based site which falls outside standard hours will be deemed to be standard hours and will not attract overtime, time in lieu, or shift penalties.

Days on site/Home Based site

The working arrangement will be on the basis that the employee spends not less than 2 days of their working week in the office. The agreement must specify the days and location, including hours to be worked.

Equipment and Supplies

The agreement entered into should specify items provided by the AFTRS. AFTRS and the employee may come to another agreement i.e. if the employee has their own equipment it may be used and appropriate tax reimbursement sought. In this case the onus is on the employee to seek appropriate advice from their tax agent or an accountant.

AFTRS will not approve a request if unreasonable additional expenses will be incurred by the School as a result of entering into a Home Based Work agreement with an employee. Items considered unreasonable in this instance may include, but are not limited to:

- ◆ payment for installation of additional phone and/or fax lines;
- ◆ payment for installation or ergonomic furniture/work station at the Home Based site;
- ◆ additional insurance premiums to cover furniture and equipment at the Home Based site, and
- ◆ purchase of additional computer hardware such as PCs and printers.

Access Arrangements

AFTRS will have access rights to visit the employee at home and a clear one day's notice must be given unless otherwise agreed between the parties. In emergency situations such as the need to repair or maintain AFTRS equipment, access will be given as required and as agreed between the parties.

Training and Development

The employee will continue to have access to staff training and development opportunities as per the AFTRS Staff Training and Development policy.

Contracting Out Work

An employee in a Home Based work arrangement is prohibited from contracting out their work.

Mixing Work at Home and Other Commitments

Employees in a Home Based work arrangement should not try to manage work commitments and other commitments such as child care at the same time. Employees are advised to set aside a particular area of the home specifically for work and to organise their time in blocks as if they were at work at the office.

Termination and Renegotiation

The employee is obliged to formally notify both the Human Resources section and their supervisor within one day of changing their address or home phone or the agreement is terminated.

All other changes to agreed work patterns and duties must be negotiated between the supervisor and the employee and formally notified to the Head of Human Resources for referral to the Divisional Director. The arrangement can be terminated by the employee with the giving of two weeks notice.

The Divisional Director can terminate the arrangement on the following grounds.

1. Operational Requirements.
2. Inefficiency of the arrangements as determined by the Branch Head.
3. Failure to comply with any of the requirements for approval including access and/or security arrangements.

In all instances the Divisional Director will give two weeks notice of termination.

There may be situations when it is deemed appropriate by either the employee or the employer to renegotiate the arrangement. This requires the formal approval of the Divisional Director and a request to alter the arrangement must be lodged via the Head of Human Resources.

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 grievance in accordance with Part 14 of the AFTRS Enterprise Agreement 2011.