

1.23 WORKING FROM HOME

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| Policy Number | 1.23 | Date Commenced | 21/04/2020 |
| Date Adopted | 21/04/2020 | Resolution Number | 21/04/2020/015 |
| Review Timeframe | 4 years | | |
| Last Review Date | | Next Scheduled Review Date | April 2024 |
| Policy Responsibility | Council and Chief Executive Officer | | |

Document History

| Version | Date Amended | Details Comments e.g. Resolution Number |
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INTRODUCTION

Coomalie Community Government Council acknowledges that working from home arrangements may be necessary or appropriate for certain positions and in certain circumstances.

POLICY STATEMENT

This policy applies to all employees using their home to perform their work as part of their employment terms and conditions with Council.

Employees working from home will not change their employment status, job responsibilities or performance standards and will be expected to continue to comply with their contractual obligations and to abide by Council's policies.

Working from home arrangements

Working from home involves working for part of the time away from the normal work base.

Only in certain circumstances will Council permit a member of staff to permanently work from home.

During the time any member of staff is working from home, contact is to be maintained with Council via electronic means, such as email, hand held communication device and telephone.

Each working from home arrangement is a cooperative arrangement between Council and the staff member. Council has the discretion to offer working from home to a staff member where it is appropriate in the circumstances.

Staff members can also apply to work from home but Council reserves the right to refuse an application where it is inappropriate in the circumstances.

Work hours

The hours of work will remain the same as those outlined in employment contract and paid as normal, in line with The Local Government Award.

The CEO may authorise hours to be worked outside of those normal hours to be paid at normal rates.

Safe working environment

Staff are responsible for ensuring a safe working environment. They must maintain the Home Office and other relevant areas (including the entrance, bathroom and kitchen) in a safe condition at all times.

Employees must allow a person, appointed by Council, to have access, at a time arranged, to their Home Office and related areas from time to time to allow them to conduct safety inspections.

Staff must take reasonable care for their own health and safety and the health and safety of other persons who enter their home during work hours.

Staff must notify Council immediately if they become aware of any change in their working conditions or arrangement, or any risk to health and safety.

Staff should continue to comply with Councils health and safety policies and procedures whilst working from home.

Equipment

Employees will be provided with:

a work computer they can take home,

access to the computer programs they need to be able to work from home, and

where possible, access to a mobile phone to be able to communicate with their supervisor and colleagues.

Employees that are not provided with a mobile phone or internet will be given a telephone allowance as approved by the Chief Executive Officer.

Workplace participants are required to pay their own home utilities such as electricity, water, gas, heating, air-conditioning, home maintenance, insurance etc.

All Council owned equipment is covered by Council insurance arrangements. Property owned by the employee is covered under their own insurance policy conditions

Security

As a remote user, staff will be provided with use of Council property, equipment and information, including the Council network.

By accepting and using remote access privileges, staff have a shared responsibility with Council to protect Council property, equipment and information against theft, unauthorised access and destruction.

Staff must take all reasonable precautions to secure Council property, equipment and information (both paper and electronic) within their home. This includes taking all reasonable precautions to prevent unauthorised access and use of such property, equipment and information.

An employee's obligation to maintain confidentiality in relation to Council information continues whilst working from home and is the same as if working in the office. However, given the potential security issues, a workplace participant must take extra care to ensure confidential information is properly protected.

Work direction and Support

If employees are working from home they will be given clear directions from their supervisor on what they need to be working on, whether that may be their normal work or alternative work. It is expected that all employees working from home will deliver a consistent and high level of performance.

The employee, must ensure that when working from home that they must be contactable on the phone during business hours, and available (if necessary) to be dialled into meetings and be reading communications sent by their colleagues and manager.

Further, the employee can from time to time be expected within reason to attend work for important meetings and functions.

If the employee’s manager has reason to believe that the employee’s performance is being significantly compromised by working from home, the approval to work from home can be revoked.

Confidentiality

The employee is expected to maintain their obligations of confidentiality while working from home. The employee must also protect intellectual property, confidentiality of client and Council files at all times, both in travelling between work and home, and at home as well.

Taxation Provision

There will be no allowance provided for the use of home utilities associated with working from home.

This should be the responsibility of the employee to ensure they are logging these expenses for tax purposes.

Workplace culture – Mental Health

Council is committed to providing a safe and healthy working culture.

An employee is required to be available, within working hours from home, to attend team building, workplace culture, and mental health activities.

Council’s employee assistance program continues to be available for all staff in a working from home agreement.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge that I have read, understood and agree to comply to the Working from home policy.

Name:

Signature:

Date: