

Home Based Work Procedure

Purpose

The purpose of the procedure is to ensure that all employees are aware of the requirements and conditions associated with working from home.

Scope

This procedure applies to all SACE Board of South Australia (the SACE Board) employees. It does not apply to:

- employees directed to travel on SACE Board business; and
- individuals engaged as external consultants/contractors or recruited through temporary employment organisations.

Procedure Details

1. When is Home Based Work appropriate?

Work that involves a high degree of individual autonomy and independence is most suitable for home based work. For example:

- project or research work
- report writing
- policy development and analysis
- systems design and development.

Generally Home Based Work is not suitable for jobs that:

- require a high degree of supervision or close scrutiny
- require direct face to face contact with clients
- do not lend themselves to objective performance monitoring
- require the employee to service employer facilities and/or assets
- have other characteristics which the employer deems make them unsuitable for Home Based Work.

Home Based Work is not appropriate:

- to enable employees to undertake any form of additional employment
- if the employee is not fit to work
- to care for dependent family members
- where the work requires access to or use of classified or security restricted materials, unless the premises has been assessed as secure for this purpose.

Advice should be sought from the IT Security Adviser and the Agency Security Adviser where IT and security risks relating to classified or security restricted materials are identified.

2. How to arrange Home Based Work

Employee participation in Home Based Work is voluntary.

An agreement to work from home should commence with a discussion between the employee and the delegate regarding the feasibility of such an arrangement, the details of the arrangement and the resources required to work from home.

An employee seeking to work from home under an **Informal Arrangement** can apply by:

- Emailing the delegate details of their request to work from home (including details of the work to be completed)

The delegate may approve the request by return email.

An employee seeking to work from home under a **Formal Arrangement** can apply by completing:

1. Part 1 of the [Application for Home Based Work Agreement](#)
2. [Home Based Worksite Hazard Self-Assessment](#)
3. [Home Based Worksite Security Self-Assessment](#).

Note: *Employees in receipt of a First Aid Allowance that seek to enter into a Formal Arrangement must consult with the WH&S Coordinator. This is to ensure that the arrangement will not impact on the capacity for the SACE Board to meet its WH&S obligations.*

3. Equipment

The cost of providing and maintaining any equipment is to be considered when assessing any request for home based work.

The installation and maintenance of additional equipment and/or IT connections at the SACE Board's expense may indicate the work is not suitable to be undertaken at home and/or the costs involved may make a working at home arrangement impracticable.

A list of equipment supplied by SACE Board such as telephone, computing equipment and stationery must be documented in the form [Home Based Work - Further Information for Formal Arrangement](#).

Due to the security requirements for remote access to the SACE Board's network and systems, only IT devices provided by the SACE Board's Service Desk can be used to access internal systems. Any such equipment used in undertaking home based work must be used in a manner consistent with the SACE Board's IT policies.

Movement of SACE Board IT equipment must be reported by the manager to the Service Desk.

4. Approval Process

In addition to the criteria discussed in part 1 of this procedure and the associated Home Based Work Policy, requests to work from home will be supported where it is practical to do so taking into account:

- Operational requirements and impact on service delivery to clients
- Potential for productivity gains or losses (depending on the duties and the employee)
- Risk (from a WH&S and information security perspective)
- Retention of the employee and their skills versus the costs of recruiting and or retraining other staff
- Ability to attract quality staff as an "Employer of Choice".

The approval process must also include consultation between the manager and any affected parties. Formal arrangements also require consultation with the Team Leader, HR and Records Management.

5. Period of Home Based Work Agreement

Each agreement is to be initiated for a trial period of up to 6 months during which a review is to be conducted. If the trial is successful, the agreement may be extended for a further 6 months.

Approval of this extension can be shown by the employee and the delegate both initialling a revised end date on the initial agreement from.

Subsequent agreements may be re-negotiated for periods of up to 12 months. This will require the employee to submit a new agreement and to conduct another Home Based Worksite Hazard Self-Assessment and Home Based Worksite Security Self-Assessment.

6. Bushfire Zone

Employees will not be permitted to work from home on days of Catastrophic Fire Danger Rating if their home is within a district with that rating (unless their home is within a recognised CFS Bushfire Safer Precinct).

Workers who have approved work from home arrangements have three options:

- report to their usual office, if safe to do so; or
- negotiate with their line manager to work from a location within a district that has not been declared as having a Catastrophic Fire Danger Rating; or
- utilise leave arrangements.

Affected employees are to discuss arrangements with their line manager prior to the commencement of Fire Danger Season and determine appropriate action

7. Refusing an application for Home Based Work

The reasons for refusing an application for Home Based Work should be documented and discussed with the employee. An exchange of emails will suffice – these are to be saved in the employee's personal file in Objective.

8. Varying or Terminating a Home Based Work Arrangement

A Home Based Work Agreement **may be varied** by either party with mutual consent. In effect, this process involves the termination of the existing agreement and the negotiation of a new agreement and should be kept to a minimum.

A Home Based Work Agreement **may be terminated** with reasonable notice:

- at the written request of the employee, or
- in writing by the delegate, if changed circumstances mean that the agreement can no longer be accommodated within the operational requirements of the worksite.

A Home Based Work Agreement will be terminated if the employee:

- transfers to a different role within the SACE Board; or
- ceases employment with the SACE Board.

The Chief Executive or delegate **may withdraw** access to any Home Based Work arrangement as part of a performance or disciplinary process.

9. Record Keeping

All documentation regarding Home Based Work arrangements should be filed in the employee's personal file for a minimum of seven (7) years after the last related action (as per General Disposal Schedule 15 (v8)). Documentation must include:

Formal Arrangements

- Home Based Work Application Forms and Home Based Work Agreements
- Home-Based Work Hazard Self-Assessment
- Home-Based Work Security Self-Assessment
- Any amendments or alterations to the Agreement

Informal Arrangements

- Copies of emails from employees requesting an Informal Arrangement and the delegate's approval

For further information contact the Records Policy and Compliance Officer, Corporate Services.

Responsibilities

Chief Executive

- Ensure policies and procedures are in place relating to home based work

Executive Managers / Managers

- Implementing and complying with the procedure
- Monitoring employee performance and productivity
- Regularly review home based work arrangements in light of changing business needs

Employees

- Comply with policies and procedures relating to home based work; work, health and safety; information technology and security

Corporate Services

- Develop, review and monitor policies and procedures relating to home based work
- Provide advice and training relating to home based work

References

Legislation/ Regulations

- *SACE Board of South Australia Act 1983*
- *Work Health and Safety Act 2012*
- *Return to Work Act 2014*

Other Relevant Documents

- Commissioner for Public Sector Employment Guideline and Determination: Flexible Workplaces
- Commissioner for Public Sector Employment Determination 3.1: Employment Conditions –Hours of Work, Overtime and Leave

SACE Board Documents

- Home Based Work Policy
- Work, Health and Safety Policy
- Protective Security Policy
- Risk Management Policy
- Records Management and Objective Policies and Procedures
- Information-Security Policy

Approval

Endorsed by the Leadership Team on 4 / 5 / 2018

Snezana Maio

Executive Manager, Corporate Services

7 / 5 / 2018

Review Details

Review Date	Description of Changes	Reviewer	Approved By	Approval Date
September 2017	New procedure developed	Team Leader, HR and Records Management	Executive Manager, Corporate Services	7/5/18

Application for Home Based Work Agreement

This form must be signed by the employee and delegate prior to commencing a **Formal Arrangement**, i.e. a regular agreed number of days to be worked at the Home Based Worksite and the Office Worksite for more than one month.

Part 1: To be completed by the employee					
APPLICANT DETAILS					
Name:			Employee No:		
Role Title:			Classification:		
Group:			Team:		
Status of Employment:			Full time <input type="checkbox"/>		Part time <input type="checkbox"/>
If Part time, hours worked per fortnight:		Days & hours worked: Non Pay Week: M, T, W, Th, F, Sat, Sun Pay week: M, T, W, Th, F, Sat, Sun			
Home Based Worksite Address:			Home Phone No: Mobile Phone No: Home Email address:		
Nature of work to be undertaken from home:					
Reason for wanting to work from home:					
HOME BASED WORK ARRANGEMENT DETAILS					
Nominated regular days/hours to work from home:					
Days	Monday	Tuesday	Wednesday	Thursday	Friday
Hours Pay Week					
Hours Non Pay Week					
A minimum meal break of 30 minutes is to be taken by employees. No employee will be required to work more than 5 hours without such a break.					
Period of agreement: From: ____/____/____ To: ____/____/____					

Part 2: To be completed after discussion between the manager and employee

Employee:

I have read and understood the conditions set out in the Home Based Work Policy and Home Based Work Procedures. My manager and I have discussed, agreed and documented in writing all the terms and conditions of my Home Based Work Agreement and I indicate my acceptance of the terms by signing below:

Employee's signature: _____ Date: ____ / ____ / ____

Manager: (Tick boxes as appropriate)

I have discussed the employee's request to undertake work from a home based site. I am satisfied that:

- ☐ The *HBW Hazard Self-Assessment* is complete and compliant
- ☐ The *HBW Hazard Security Self-Assessment* is complete and signed by Security Staff (i.e. Agency Security Advisor or the Information Technology Security Adviser)
- ☐ Arrangements have been discussed and documented (i.e. *HBW - Further Information for Formal Arrangement*)

RECOMMENDATION: I recommend the Home Based Work Agreement be approved:

Line Manager

Name _____ Role _____

Signed _____ Date ____ / ____ / ____

The Home Based Work Agreement is **supported** / **not supported**

Name _____ Signature: _____ Date: ____ / ____ / ____
Team Leader, HR & Records Management

Comments:

APPROVAL: I approve the Home Based Work Agreement:

Delegate

Name _____ Role _____

Signed _____ Date ____ / ____ / ____

Continuance of Agreement

This agreement will be in place for an initial period of up to 6 months during which a review is to be conducted. If the trial is successful, the agreement may be extended for a further 6 months.

Subsequent agreements may be renegotiated for periods of up to 12 months.

All arrangements will require review if any of the agreed circumstances change, such as a change of address or a change in duties.

Please ensure that the relevant attachments accompany the Home Based Work Agreement

(i.e. *HBW Hazard Self-Assessment*, *HBW Security Self-Assessment* and *HBW - Further Information for Formal Arrangement*)

File in the employee's personal file

Home Based Worksite Hazard Self-Assessment

This checklist will assist in determining whether an employee's designated work area is suitable for use as a Home Based Worksite. The HR team in Corporate Services can assist with any questions.

Comments are mandatory if any answer is No. Please describe the problem in the comments and include "Action by" date, and "Responsibility"

CHECKLIST DETAILS	Yes or No	COMMENTS
1. DESIGNATED WORKSITE, FACILITIES, DESIGN AND MAINTENANCE		
Is there a designated work area?		
Is the work area of reasonable and adequate size?		
Are there any objects, which could cause tripping? (e.g. check for loose cords, or items stored on the floor, including toys).		
Are floor surfaces maintained in good repair?		
2. WORKSTATION ERGONOMICS		
Does the chair have a 5-pronged base that is adjustable, comfortable, stable and suitable for prolonged work?		
Does the desk meet the standard height for screen-based work (e.g. 640 to 700 mm)?		
Is the computer is adjustable and the screen free from glare or reflection?		
Is all equipment within easy reach (i.e. no stretching required)?		
Is there adequate workspace and sufficient storage available for the work being performed?		
All furniture is in safe working condition (e.g. drawers open easily and furniture is free of sharp edges)?		
3. ELECTRICAL		
On visual inspection, are all electrical switches plugs and power points in the work areas intact, free from cracks and any damage (e.g. no frayed cords or exposed wiring)?		
Has electrical equipment provided by the SACE Board been "tested and tagged"?		
4. EMERGENCY FACILITIES		
Are fire protection facilities and first aid facilities appropriate (e.g. smoke detectors & first aid kit/supplies)?		
5. BUSHFIRE MANAGEMENT PLAN		
If you live in a bushfire zone, please supply a copy of up to date bushfire survival plan for filing in your personal file.		

Any other information to be documented:

DECLARATIONS

Employee

tick applicable

☐ I have carried out a Home Based Worksite Hazard Self-Assessment and consider the designated area of my home **suitable** for use as a Home Based Worksite.

or
☐ I have carried out a Home Based Worksite Hazard Self-Assessment and as a result I have identified the following resources and/or adjustments are required. *(provide details)*

Name: Signature: Date:/...../.....

Delegate

I will **approve** the following listed resource and/or adjustments requested.

I **am** / I **am not** satisfied the application for Home Based Work can proceed.

Name: Role:

Signature: Date:/...../.....

Comments:

Home Based Worksite Security Self-Assessment

This checklist will assist in determining whether an employee's designated work area is suitable for use as a Home Based Worksite.

The SACE Board's security staff (i.e. Agency Security Advisor or the Information Technology Security Adviser) can assist with any questions you may have regarding this form.

This form MUST be reviewed by the SACE Board's security staff prior to an Application for Home Based Work Agreement being approved.

CHECKLIST DETAILS	Yes or No	COMMENTS
I have read and understand the Protective Security Incident Management Procedure.		
I have read and understand the Office Security Essentials document.		
I will be accessing sensitive information from home. If yes, please describe.		
I will be taking home official resources/information that belongs to another agency? If so, has that agency given its approval?		
I will securely transport SACE Board resources and information to my home. Please describe how.		
I can securely store official resources/information at home. If so, how?		
Do other people have access to the location where official resources/information is being stored at home? If yes, please describe how you will maintain confidentiality.		
I will ensure that my official conversations will not be overheard. If yes, how?		
Could the official resources/information that you are taking home pose a personal risk to you? If yes, please describe how.		
Is a secure wireless connection in place <i>Please check your modem router and write the type of encryption here:)</i>		

Any other information to be documented:

DECLARATIONS

Employee



I have carried out a Home Based Worksite Security Self-Assessment and consider that I have an appropriate level of physical and information security controls in place for Home Based Work.

Name: Signature: Date:/...../.....

Security Staff (i.e. Agency Security Advisor or the Information Technology Security Adviser)

I am / I am not satisfied the employee has an appropriate level of physical and information security controls in place for Home Based Work.

Name: Role:

Signature: Date:/...../.....

Comments:

Delegate

I am / I am not satisfied the application for Home Based Work can proceed.

Name: Role:

Signature: Date:/...../.....

Comments:

The following are some best practices to help support employees when working from home

Best practices	
Locking your device	It is always good practice to lock your computer when you step away from the monitor for a period of time.
Home Wireless Connection	Secure wireless connections can be achieved using Wi-Fi Protected Access II (WPA2) security protocols. The use of a strong password or pass phrase will further enhance the level of security.

