



CHERBOURG ABORIGINAL SHIRE COUNCIL

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CASC Work from Home Policy

1. Purpose

Cherbourg Aboriginal Shire Council recognises the potential benefits and need of providing flexible working arrangements that will assist employees with balancing the demands of work with their family and/or personal responsibilities.

2. Applicability

This policy will apply to any employee wishing to work from home, have the ability to complete their work from home and have a valid reason/s.

3. Policy Statement

In accordance with the provisions, approval may be given for an employee to work from home where it has been clearly identified that one or more of the following apply:

- The arrangement would enhance or maintain productivity;
- There is a benefit to Council;
- There would be no significant additional expenses incurred;
- Working from home is an approved condition of employment; and/or
- There are valid personal or family reasons.

Approval of working from home is at the discretion of the Department Manager and CEO. Approval to work from home on a regular or irregular basis is subject to operational requirements and efficiency, productivity and cost considerations in accommodating the request, along with considerations of the employee's personal circumstances.

The provision of information technology equipment and services for employees working from home is subject to availability and approval by the Department Manager and CEO.

4. General Steps for Approval

Where an employee wishes to work from home on a regular or longer term basis an agreement must be signed and approved beforehand. In such cases, the following process is to be followed:

1. The employee and Manager discuss the reasons for working from home and the feasibility of doing so.
2. If agreed, the employee and Manager discuss the terms and conditions for working from home and complete the **CASC Work from Home Agreement – Schedule A and CASC Work Place Health and Safety Checklist – Schedule B**.
3. If applicable, the Manager and employee discuss requirements for information technology equipment with their Manager and services with the service provider (Fourier). Provision of ICT resources by the employee's Manager is subject to availability and will depend on variables including the employee's existing technology

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equipment and connectivity at home. Any procurement and purchasing of new equipment will be made at the sole decision of the Manager and CEO.

4. The Manager must ensure that the **CASC Work from Home Agreement - Schedule A** is signed by the Employee, Manager and CEO and **CASC Work Place Health and Safety Checklist – Schedule B** is signed by the Employee, Manager and WHSO/HR.
5. The Manager must forward a completed, signed copy of the agreement to HR for filing and record keeping.
6. The Agreement must be reviewed at and agreed time or if change occurs.

4. Breach of Policy

1. Breach of the agreement or in the case of an insufficient amount of work being completed from home may mean a cancellation of the agreement and in more severe cases may require disciplinary action, up to and including termination. For further information regarding this policy please contact the HR Manager. .

Acknowledgment by the employee:

I have received a copy of the above policy which I have read and understood.

Signature: Date:

Chatur Zala
Chief Executive Officer



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