

# Work Location

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## 1.0 Purpose

The purpose of this policy is to outline Griffith's position on the:

- location of work
- work design principles that provide supervisors and heads of element with a balanced approach to decision making on work locations for staff.

This policy was first introduced in 2021, taking into context the COVID environment. At that time, it was agreed to update the policy following University-wide consultation. The consultation indicated broad acceptance of the approach, consequently this Policy is extended until the end of 2025.

## 2.0 Scope

This policy applies to staff.

## 3.0 Policy Statement

Ordinarily, and when safe to do so, it is expected that staff will work the majority of their workdays on campus. This preference supports the University to create a collegial engagement based on teamworking and support the delivery of high-quality teaching and learning and research. While certain employees have rights to request flexible work (e.g., reduction in days or hours), working from home is not suitable for high need supervision of children as this is a conflict with the employee being under the direction and control of the employer.

All reasonable requests for staff to work flexibly (such as from home) will be considered by supervisors, who will respond with due consideration of legislative requirements and whether the request can be supported based on the operational requirements of the University. These considerations will include balancing campus attendance across team members, for instance, to avoid all team members working from their residence on the same day of the week. Although some individuals nominally agree specific days to work off campus, a manager may change these arrangements based on operational requirements. Such situations include, but are not limited to, campus-based teaching commitments, required attendance at specific meetings where, due to the nature of the meeting, the chair has requested face-to-face attendance and where a colleague normally present on campus during that day is not available to attend work.

The University's preference is that where such requests are supported, up to 40% of the workweek is the preferred arrangement, unless a case has been made that supports an alternative arrangement.

Any residential-based working is by agreement or direction, and includes the satisfactory completion of the *Working from a Residential Worksite: Self-Assessment Checklist* prior to commencing and if there are changes to the residential-based working arrangements.

Arrangements will be made for a set period of time of up to 1 year in duration but may be renewed if both parties agree. During the agreed period, arrangements may be reviewed and cancelled or modified if work requirements change or productivity issues are identified.

The University may require a staff member to work from a residential location (for example, due to a government direction or for necessary health and safety reasons). In circumstances where this occurs, the University will communicate this with the affected staff member/s.

Supervisors, in consultation with the head of the element, make decisions on alternative work locations by considering the following principles:

- The inherent requirements of the job, or aspect of the job, informs where the work is best undertaken.
- Work location supports and maintains business continuity.
- The availability of physical and digital resources will determine whether differing work locations are possible.
- Any such arrangement is made based on ensuring the operational requirements and needs of the organisation continue to be met, and the needs of the team and individuals are understood and considered when making a decision.
- Flexibility related, and work health and safety legislative obligations are adhered to (for example, *Fair Work Act 2009* including Part 2-2 The National Employment Standards, Division 4 – Requests for flexible working arrangements, section 65; *Work Health and Safety Act 2011*). Decisions will not be discriminatory (in alignment with relevant State and Commonwealth legislation).
- Work in alternative locations can be an important diversity and inclusion, talent attraction and retention measure.

Working interstate longer term (90 days or more) has leave and payroll tax implications and must be disclosed to Griffith *payroll*.

### **3.1 Health, safety and wellbeing and working from an alternative work location**

When *working remotely*, in accordance with the *Work Health and Safety Act 2011* and Griffith's *Health, Safety and Wellbeing policy*:

- the workspace must be a safe area to work (staff members must complete the *Working from a Residential Worksite: Self-Assessment Checklist*)
- staff members and supervisors continue to adhere to University policies and procedures
- staff members are readily contactable during the agreed working hours.

The following items are to be checked and implemented by the staff member to ensure the workspace is adequate to complete the agreed duties in a safe manner:

- **The residential work-site** – The work-site must be compliant and maintained within Building Laws and Codes and any other relevant legislation, for example, Electrical Safety, Building Fire Safety.

- **Workstation Arrangements** – Refer to the *Working from a Residential Worksite: Self-Assessment Checklist* which must be completed if staff members are working from a residential location. The [working remotely website](#) also has information on workstation set-up.
- **Security** – If the work being undertaken requires sensitive or confidential documentation to be taken off-campus, this should be kept secure and returned to Griffith University.
- **Other Professional Environments** – When working in another organisation, in addition to adhering to Griffith University policies and procedures, staff must follow the health and safety requirements and obligations of that organisation in their setting.

**Insurance** – staff should discuss their personal insurance requirements with their insurance advisor.

### 3.2 Equipment and working from different locations

To enable staff to work at different work locations, where practical, the University:

- will ordinarily prioritise the acquisition of laptops
- will, as deemed appropriate, provide at the staff member's primary work location, other technologies (such as monitors and docking stations) for their individual use
- will, where specific conditions necessitate and, where agreed as a formal arrangement (such as for staff with disabilities), provide equipment for residential-site use. Unless otherwise stated, when a staff member ceases employment any University equipment must be returned
- may, at an element level, make local arrangements, such as providing shared resources, to facilitate staff to work at other campuses
- commits to continually improve meeting room technology so that inclusive, mixed mode meetings may be facilitated.

To ensure a safe and effective work environment at alternative work locations, staff will:

- acknowledge that a decline in work performance may result in their future opportunities for residential-based work arrangement being denied
- agree to indemnify the University against all loss or damage to the staff member's property and all claims by third parties in respect of personal injury and property damage except to the extent caused by the negligent act, error or omission of the University.

To ensure a safe and effective work environment at residential-based work sites, staff will:

- be responsible for the set-up costs of an appropriate residential office (such as appropriate desk, monitor etc.) which has been signed-off as meeting the conditions of section 3.1.
- take responsibility for all utilities and other costs associated with residential-based working (including, for example, smoke detectors, first aid kits, internet and electricity costs).
- not conduct in-person meetings at the residential-based work site.

### 3.3 Reviewing a decision

Where requested by a staff member, the head of the element will review situations where working at a different work location has not been supported using input from the impacted individual and their manager.

## 4.0 Roles, responsibilities and delegations

Supervisors, in consultation with the head of the element, make decisions on work locations.

## 5.0 Definitions

**Alternative work locations** means work locations other than on campus including working from a residence, at another campus other than the primary campus, or from another site include fieldwork locations.

**Work design approach** means considering organisational, team and individual performance requirements and needs. This involves, for example, an examination of inherent requirements of roles, job outcomes, tasks, duties, responsibilities, variety, location and timing of work to maximise organisational, team and individual performance, health, safety and wellbeing.

For advice and support contact [policy@griffith.edu.au](mailto:policy@griffith.edu.au) for Governance and Operational policy documents.

## 6.0 Information

Title	Work Location Policy
Document number	2023/0001221
Purpose	<p>The purpose of this policy is to outline Griffith's position on the:</p> <ul style="list-style-type: none"><li>▪ location of work</li><li>▪ work design principles that provide supervisors and heads of organisational units with a balanced approach to decision making on work locations for staff.</li></ul>
Audience	Staff
Category	Operational
Subcategory	Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 8: Decent Work and Economic Growth
Approval date	2022
Effective date	2022
Review date	2025
Policy advisor	Director, Human Resources
Approving authority	Vice Chancellor

## 7.0 Related Policy Documents and Supporting Documents

Legislation	<a href="#">Anti-Discrimination Act 1991</a> <a href="#">Disability Discrimination Act 1992</a>
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Domestic and Family Violence Protection Act 2012

Fair Work Act 2009

Sex Discrimination Act 1984

Work Health and Safety Act 2011

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Policy

Information Security Policy

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Procedures

N/A

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Local Protocol

Work Location Policy Frequently Asked Questions

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Forms

Working from a Residential Worksite: Self-Assessment Checklist

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