



REMOTE WORKSITE DETAILS

Address:

State:

Post Code:

Telephone:

Designated work area at the home/site (ie, room, floor/level):

Work to be undertaken remotely:

The Employee will undertake the following work at the Remote Worksite:

DAYS AND HOURS TO BE WORKED REMOTELY

Please check the appropriate boxes and enter the approximate hours to be worked remotely.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

PERFORMANCE MONITORING AND ASSESSMENT

Refer to the Remote Work Policy for further information regarding suitable activities to be conducted remotely.

The Employee's performance will be monitored and assessed in the following manner:

COMMUNICATION METHODS

Examples of communication methods include teleconferences, online presence, regular attendance at Base Campus

AGREEMENT DATES

START DATE:

END DATE:

(Maximum two years)



GENERAL CONDITIONS

1. Term and Termination of Remote Work Agreement

This Agreement commences on the Agreement Start Date and ends on the Agreement End Date unless terminated earlier (without any liability accruing to the University):

- (a) by the Employee or the University with two (2) weeks' notice;
- (b) by the University at any time if it determines in its reasonable opinion that:
 - (i) the terms and conditions of the Agreement and/or the purpose or objectives of the Remote Work Policy are not being met; or
 - (ii) that there are adverse effects on student, colleagues, clients or stakeholders as a result of the Employee working remotely pursuant to this Agreement;
- (c) in the event of a change of address of the remote worksite;
- (d) immediately if the Employee's Position changes; or
- (e) for any other reason specified in this Agreement.

2. Review of Remote Work arrangements and the Employee's Performance

This Agreement, the Communications Methods and the Employee's performance may be reviewed at any time by the University, including during the probationary and employee development and review processes (as applicable). To facilitate such reviews:

- (a) The Employee will cooperate with the Supervisor at all times to allow for effective Performance Monitoring and Assessment and review of Remote Work arrangements.
- (b) The Employee will cooperate with the Supervisor in establishing agreed procedure, appropriate to the Remote Work, by which the performance of the Employee at the Remote Office can be monitored. Any such procedure will form part of this Agreement.
- (c) Remote Work arrangements will be subject to formal review by the Supervisor and will be monitored on at least a six (6) monthly basis.

3. Conditions of employment and variations to this Agreement

- (a) The terms and conditions of the employment between the University and the Employee that apply at the Employee's Base Campus also apply at the Remote Office. In particular the following will not be altered by this Agreement:
 - (i) any applicable legislation, awards or agreements; and
 - (ii) level of position and related remuneration.
- (b) Remote Work arrangements are voluntary and consensual. The University will consult with the Employee prior to any changes, but may vary this Agreement and the Remote Work arrangements at any time by notice in writing to the Employee. If the Employee is not satisfied with changes notified by the University they may terminate the Agreement immediately by notice.



4. Compliance with University policies and procedure

- (a) The Employee agrees to the conditions set out in the Remote Work Policy as in force from time to time.
- (b) The Employee must comply with University policies and procedure at all times during remote working arrangements.
- (c) Confidential, corporate, private and other restricted access materials must not be compromised in any way and the Employee will take all precautions necessary to secure such materials.

5. Work Health and Safety

- (a) The Employee agrees and acknowledges that they have read and will comply with the University's *Work Health and Safety Policy* and agrees to cooperate with the University in all measures to ensure that the Remote Office conforms to acceptable work health and safety standards.
- (b) The Employee further agrees and understands that:
 - (i) the description of the nature of their Remote Work and their responses to the attached Working Safely from Home Guide have been taken into account by the University when assessing the suitability of their remote work arrangements and any risk to health and safety of those arrangements; and
 - (ii) the Employee is responsible for identifying any work health and safety requirements related to their remote office and equipment, and must cooperate with the University in ensuring that all work health and safety obligations are met.
- (c) The Employee agrees to complete and submit the Self-Assessment Checklist for the Home Office contained in the Working Safely from Home Guide to their Supervisor for consideration annually.
- (d) The Employee undertakes to notify the University immediately:
 - (i) if, at any time, the location of their Remote Office changes, or if any health and safety issues arise with respect to their remote office and/or equipment, so that a further assessment may be undertaken to ensure that the new arrangements satisfy applicable work health and safety standards; or
 - (ii) of any work related accident, injury, illness or disease arising out of Remote Work and complete a Charles Sturt incident report.
- (e) If it is determined that modifications to their remote office and/or equipment are required in order to satisfy work health and safety requirements the University may, at its discretion, opt to terminate the Employee's approval to work remotely.
- (f) The Employee agrees that the University is not responsible for any liability to any third party who is not an Employee of the University in connection with the Remote Office or the remote work environment.

6. Access, security and insurance

The employee agrees that:

- all equipment required for remote work is the staff member's responsibility.
- they must gain approval from their supervisor/manager to use University equipment at the remote worksite.
- they must have a suitable broadband connection at the remote worksite.



- the University assumes no responsibility for the staff member's personal equipment and property at the remote worksite.
- equipment owned or leased by the University will remain the property of the University and will be maintained and used for the sole purpose of the remote work by the staff member only.
- all equipment owned, leased and managed by the University must be promptly returned to the University in good condition, fair wear and tear excepted, at the expiry of this Agreement or termination of employment.
- they must take all reasonable precautions necessary to secure University equipment and maintain the confidentiality of University information.

7. Child / Dependent care and other interests

The employee agrees to ensure that responsibility to care for children or other family or household members or engaging in any other non-work-related interests will not compete with the employee's work requirements during the designated work hours of this remote work agreement.

EMPLOYEE DECLARATION	
<input type="checkbox"/> I have read and understood the conditions relating to Remote Work arrangements as set out in the Remote Work Policy and this Agreement. <input type="checkbox"/> I have read and understood the Working Safely from a Remote Site Guide. <input type="checkbox"/> I have completed a satisfactory Remote Work WHS Self-Assessment Checklist - <u>attached</u> <input type="checkbox"/> I have obtained written endorsement from my immediate supervisor - <u>attached</u> <input type="checkbox"/> I indicate my acceptance of the above terms by signing this Agreement below.	
Requested by:	
Employee Name:	
Employee Signature:	Date:
APPROVAL BY BAND 6 DELEGATE	
I support the application for Remote Work as outlined in this Agreement.	
Name:	
Position Title:	Date:
Signature:	
APPROVAL BY BAND 7 DELEGATE	
Remote Work Agreement is: <input type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED	
NOTE: If declined, you must provide reasons for your decision, in writing, to the employee within 21 days of receiving this application.	
Name:	
Position Title:	Date:
Signature:	Once all delegates have signed the form please click submit.



REMOTE WORK WHS CHECKLIST / INSPECTION

To be completed by the employee after reading the Working Safely from a Remote Site Guide.

INSPECTION REPORT DATE:

WORKSITE INSPECTION

- I certify that I have completed the Worksite Inspection on the specified premises.
The proposed remote worksite meets Work Health and Safety requirements.

OR

- Minor alteration(s) as per the comments below will enable the worksite to meet the requirements.

Alternations required:

Signature:

Date:

Name:

Position title:

Remote Work WHS Self-Assessment Checklist

Use this checklist to help make the correct adjustments to the equipment and furniture at your workstation.

Desk, keyboard & mouse	Instructions	Complete
Keyboard height (if applicable)	Adjust keyboard height so arms and forearms are at right angles or slightly greater, and the forearms, wrists and hands are in a relaxed posture. For a fixed height work surface you will need to adjust the chair height to ensure appropriate arm position in relation to the keyboard and you may need a footrest.	<input type="checkbox"/>
Leg clearance at workstation	Space under the desk should be sufficient to allow free leg movement without obstruction. Depth should allow a proper sitting position while giving foot/knee clearance.	<input type="checkbox"/>
Keyboard-to-user distance	Keyboard-to-user distance should allow you to relax your shoulders with elbows close to your body with arms and forearms in a relaxed posture.	<input type="checkbox"/>
Keyboard slope	Position keyboard flat or only slightly sloped to avoid a cocked wrist position.	<input type="checkbox"/>
Keyboarding posture	Keep wrists in line with forearm. Avoid supporting your wrists on the hard desk surface while typing.	<input type="checkbox"/>
Mouse	Position mouse close to and preferably on the same level as the keyboard. Avoid holding elbow away from body or holding wrist at an angle to use mouse. (if keyboard shelf is too small for this, find a comfortable alternative.)	<input type="checkbox"/>

Monitor	Instructions	Complete
Monitor height	Adjust monitor height so top of screen is at or slightly lower than eye level.	<input type="checkbox"/>
Screen-to-user distance	Viewing distance is approximately an arm's length away.	<input type="checkbox"/>
Monitor alignment with user	Monitor and keyboard should be placed directly in front of user. Avoid twisted postures.	<input type="checkbox"/>
Visual comfort of screen	Monitor should be positioned to avoid glare (ideally, at a right angle to the window/ strong light source) Characters on the screen should be clear, have no flicker and be of suitable size.	<input type="checkbox"/>

Work practices	Instructions	Complete
Placement of frequently used items	Keep frequently used items (eg telephone, books, and stationery) close at hand so that you can reach these items without stretching.	<input type="checkbox"/>

Micro breaks	When using your mouse/keyboard repetitively remember to take micro breaks. This may be a short pause to relax hand postures, look away from the computer or stand and stretch your legs.	<input type="checkbox"/>
Workstation Stretches	Stretch your body to reverse your posture, allowing muscles to relax.	<input type="checkbox"/>
Alternate tasks	Break up long periods of continuous computer use by performing other tasks which use different muscle groups e.g. filing/organising, stand to make a phone call. Household duties should not be performed during agreed work hours.	<input type="checkbox"/>
Document holder	Use a document holder if working from other documents regularly. Position close to screen to avoid neck twisting/flexion.	<input type="checkbox"/>
Telephone Use	Avoid tilting head/neck to cradle the telephone. Use your hand to hold the receiver, or if necessary at times use a hands free speaker (if available). If you are right handed it is often better to hold the phone in your left hand so you can take notes with your right.	<input type="checkbox"/>
Spectacle Use	If you require spectacles, single strength lenses are recommended. Bifocals or graduated lenses are usually not suitable for computer use. This can be dependent on the user. Spectacles for computer use should be discussed with your optometrist.	<input type="checkbox"/>

Chair & Posture	Instructions	Complete
Chair	Check how the mechanisms on your chair work so you can adjust it to suit you and your workstation. If you do not have an adjustable chair, use cushions to assist with comfort. It is highly recommended that you have an appropriately adjustable task chair for any prolonged computer use.	<input type="checkbox"/>
Seat height	Adjust seat height so arms/wrists are parallel with your keyboard with your shoulders in a relaxed position. Then check that your feet are flat on the floor, knees are bent at right angles and thighs are parallel to the floor or tilted slightly forward. Use a footrest if necessary to achieve this posture.	<input type="checkbox"/>
Backrest	Adjust backrest (vertically) so it supports the lumbar curve of the lower back. Adjust backrest (horizontally) so there is a couple of fingers' space between the front edge of seat and the backs of your knees.	<input type="checkbox"/>
Seat tilt (if applicable)	Adjust seat tilt so that your hips and the tops of your thighs are at right angles (or slightly greater). Not all chairs have a tilt adjustment - this is OK as long as you can maintain an open angle between your thighs and hips.	<input type="checkbox"/>
Armrest position	Armrests are not recommended for keyboard work but may provide support during other activities (eg. telephone use, meetings, etc.). If there are armrests on the chair and they interfere with access to the desk you should arrange for their removal if possible.	<input type="checkbox"/>
Sitting posture	An upright or slightly reclined posture is recommended – ensure the backrest supports your lower back.	<input type="checkbox"/>