

Guideline: SIS Division – Home Based Work

Purpose

This guideline provides SIS Division staff with guidance on the application of Home Based Work (HBW) relevant to the Division's operational requirements and in accordance with related ANU policy and procedure. Staff are encouraged to read the related [ANU home based work policy and procedure](#) alongside this guideline.

The operational needs of the Library and other Divisional areas will be closely considered in all Home Based Work applications – with a specific emphasis on rostering and service availability to ensure the requirements of the ANU community are met.

Definitions

Approved Delegate means the University Librarian.

Home-based Work means regular performance of University work for agreed hours from the home-based site.

Home-based Work Site means an agreed area in the staff member's private dwelling.

Office Based Site means the location where the staff member ordinarily works at the University if there were no home-based work arrangement.

Place Flexibility means working away from campus.

Supervisor means the person who is responsible for day-to-day supervision of the staff member.

Operational needs

The SIS Division is an operational area with the requirement to maintain a physical opening of five Library branches and the Hume repository.

All Library branches are to be staffed during [opening hours](#), with Information desks in all branches manned as part of daily operations. Library staff are rostered on duty during opening hours.

The Noel Butlin Archives Centre, located in Menzies Library, is staffed Monday-Friday 9am to 5pm.

The Library is required to be responsive to clients during branch opening hours within the University's core hours of 8am to 6pm.

The Division is required to ensure there are enough staff in each location to meet work health and safety requirements, including the appropriate level of fire wardens per building and First Aiders for the majority of staffed Library hours.

Flexibility

Home Based work specifically relates to place flexibility and is one aspect of job flexibility. Flexibility is about balancing staff needs with those of the work area and the broader University. Flexibility is available to everyone, not just staff who may have family and/or caring responsibilities.ⁱ

As a part of the University the SIS Division supports an environment which provides a work-life balance while also supporting the information needs of the ANU Community.

Clause 26 of [Policy: work and flexibility](#) states that the following are to be considered in requests for flexibility;

- *the requirements of the College, Research School or Service Division including the potential impact on performance of the work unit as a result of the home-based work arrangement;*
- *the essential requirements of the position and suitability of the staff member's duties for home-based work.*ⁱⁱ

Eligibility and application

The inherent requirements of some positions may not be suited to home-based work.

These include, but may not be limited to:

- Positions with a majority component of face-to-face work such as desk shifts or in-face-to-face training.
- Positions with physical components on campus (i.e. shelving, scanning physical material).
- Positions monitoring physical spaces or buildings.

Staffing requirements and home-based work

On occasion staff members who have an approved home-based work agreement in place may be asked to work on campus when there is a staffing requirement. This will usually be done by prearrangement, however staff may be asked to come to campus at short notice.

Home-based work patterns

The Library is open to proposals for a variety of home-based work patterns including full days and half days. In addition some jobs may not lend themselves to a weekly home-based work pattern but may be better suited to a fortnightly or monthly arrangement.

Requests with a medical basis

Requests with an accompanying medical certificate outlining a proposed home-based work schedule will be considered by the approved delegate based on the medical advice.

Review

All proposed HBW arrangements will be reviewed by the immediate Supervisor then the application is forwarded to the approved Delegate for formal approval. The SIS Senior Managers meeting will undertake an overarching review to ensure the operational needs of the Library are fully considered and that there is a consistent application of ANU Policy and Procedure and this Guideline.

Proposals must indicate work to be undertaken from home that is aligned to staff PDRs; reporting on these outcomes will be undertaken in PDRs.

Related Content

Policy: Work and study flexibility

https://policies.anu.edu.au/ppl/document/ANUP_000482

Procedure: Home-based work

https://policies.anu.edu.au/ppl/document/ANUP_000598

Form: Individual Flexibility Agreement and Schedule

https://policies.anu.edu.au/ppl/document/ANUP_018607

Website: Flexibility at ANU

<https://www.anu.edu.au/news/all-news/flexibility-at-anu>

Website: Library opening hours

<http://library-admin.anu.edu.au/opening-hours>

ⁱ ibid

ⁱⁱ https://policies.anu.edu.au/ppl/document/ANUP_000482

Approved:
Director Scholarly Information Services

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