



RETURNING TO CAMPUS

What you need to know & flexible working arrangements

What you need to know about returning to campus

From Tuesday 2 June 2020, the University will commence a [staged reopening of campus](#) following the closure related to the COVID-19 pandemic.

Through the pandemic, the University community has worked in new, innovative and flexible ways. This fact sheet provides staff and supervisors with guidance on key requirements for both a return to campus, and a flexibility agreement that may include a continued working from home arrangement.

Returning to campus, continuing to work from home or a hybrid model

To support the prevention of community transmission of COVID-19 and other illnesses during the winter season, staff and supervisors are encouraged to consider flexibility in the work place, and determine whether a return to campus is necessary at this point in time.

Staff who enter into a flexibility agreement are required to submit approved Individual Flexibility Agreement to record their hours and commitments and [Home Based Work](#) form to assess their home based workstation arrangements to their supervisor and local area delegate for approval to finalise their arrangement.

FLEXIBLE WORK

Earlier this year, on International Women's Day 2020, the University made a commitment to consider flexibility holistically, as part of team operational requirements, to balance responsibilities, achievements, personal and professional development and success at work.

Shortly after this announcement, the University moved to home based work, in response to the COVID-19 pandemic.

This section provides guidance to supervisors and staff members in relation to flexible working arrangements generally, but to assist staff and supervisors with workplace transitions following the reopening of the campus.

What are Flexible Working Arrangements?

Flexibility goes beyond working part-time, changing your start or finish time or accessing leave to support outside commitments. Flexibility can be about where you work (location), when you work, and how you work. Flexibility at ANU is about fostering and developing the environment in which we can excel, deliver outcomes for teams and our individual role and responsibilities at work and in our broader lives.

Eligibility for Flexible Working Arrangements

Flexibility is available to everyone noting arrangements must take into account, and balance, team flexibility and local area needs, operational requirements and individual roles and responsibilities.

Most roles at the University will allow some degree of flexibility. While some work areas are required to be responsive to clients during certain hours including during the University's core hours of 8am to 6pm, this does not mean that all staff need to work exactly the same hours at the same location. Flexibility is about discussing and deciding what arrangements can be put in place that enable team flexibility but also ensures delivery of responsibilities and required services to and for the University.

Hours of work

During the required work from home period that began on March 26, staff were permitted to vary their working hours from the University core business hours, to assist with management of caring and other personal responsibilities. In the interests of safety and security, staff who may wish to work from home should consider their needs to work outside normal core business hours.

By mutual agreement with their supervisor and in considering operational requirements, staff are able to enter into an agreement to alter their working hours outside the normal core business hours, to support work/life balance.

Any amendment to working hours outside the normal core business hours will record their hours of work through an approved Individual Flexibility Agreement.

Staff returning to campus will also need to arrange their work hours with their supervisors but do so within normal core business hours of 8am to 6pm, with front line service staff meeting their commitments for staff and student enquiries. Local areas may wish to roster staggered start and finish times to ensure coverage of core hours and to restrict number of staff in the building at any given time.

Being well at work and what to do if you are not

All staff are requested to not attend campus if they are unwell, in support of the health and safety of all members of the ANU community. Where staff are unwell and cannot attend work, regardless of the location of work, personal leave should be accessed in accordance with the [Personal Leave Procedure](#)

Staff who are experiencing symptoms of COVID-19 should present for testing, in accordance with [ACT Health guidance](#)

Staff who are high risk

Some members of our community may be considered a high risk or vulnerable if they are

- over 70 years of age,
- over 65 years of age with chronic illness,
- have a compromised immune system, or,
- Aboriginal and Torres Strait Islander people over the age of 50 with one or more chronic medical conditions.

Members of our community in any of these high risk categories should work with their supervisor and the Work Health and Safety staff to discuss flexible working from home arrangements.

Childcare arrangements

Staff who are impacted by any continued childcare closures are encouraged to review the details within this fact sheet, and enter into a flexibility agreement with their supervisor, to provide support to their personal circumstances.

Bringing equipment back to campus

Staff who are returning to campus are required to safely return any University equipment such as chairs, monitors, keypads, and any other equipment taken home during the required work from home period. If you have questions please contact your local area WHS officer

Fire and Evacuation Wardens and First Aid Officers

Where staff are returning to campus and buildings are reopening, the Building Custodian must ensure there are sufficient Fire and Evacuation Wardens, and First Aid Officers on each floor, in accordance with [ANU Health and Safety regulations](#).

Duty Supervisors to assist staff on campus

If not all staff and supervisors return to campus during the partial re-open period, local areas may wish to consider a duty supervisor to assist and supervise staff who are on campus.

Physical distancing and shared spaces

All staff who return to campus must abide by the Australian Government physical distancing rules of 1.5 metres between each person, and no more than 1 person per 4m² in offices, meeting room, laboratories and teaching spaces.

Staff are unable to gather in groups to eat or share food, including in use of shared spaces such as kitchens or break out areas. Staff are to ensure that all shared areas are thoroughly cleaned with disposable cleaning goods.

Local areas may wish to consider rostering start and finish times, breaks and use of lunch room facilities.

Cleaning

All buildings have resumed cleaning services, with additional cleaning measures implemented for high touch areas such as door handles, light switches, and common areas.

Staff should regularly clean their own workstations, including keyboards and mouse.

Using kitchens and bathrooms

Staff are reminded of the importance of the strictest hygiene measures when using kitchens and bathrooms, including washing hands for 20-30 seconds; using soap and water, followed by hand sanitiser, avoid touching your eyes, nose, mouth; sneeze or cough into a tissue or your elbow; and disposing of any tissues immediately in the bin.

Staff should use their own cutlery and take it home for cleaning. The use of kitchens, including microwaves, coffee machines, dishwashers, toasters and sandwich presses should be limited as much as possible.

Respect for your co-workers

Staff are reminded that all members of our community is coping with this pandemic, and many have differing needs and stressors.

Respect for your co-workers is an important part of the ANU community supporting each other, whether this be through adhering to physical distancing, cleanliness of shared spaces, staying home when you are unwell, understanding differing work patterns, and staying connected.

IT infrastructure to support working arrangements

Staff who return to campus will continue to use their ANU supplied IT infrastructure. Staff who are entering into an approved Individual Flexibility Agreement and require additional IT equipment should refer to the [ITS information on working remotely](#).

FAQs

Is flexibility available to both professional and academic staff?

Yes, flexibility at ANU is for all staff and is arranged and formalised through approved Individual Flexible Working Agreement for all flexible working arrangements, and [Home Based Work](#) form for those that change their location of work.

How do I arrange flexibility?

Talking to your supervisor is always a good first step. These conversations can occur at any time, however given most University staff are working from home during the COVID-19 related campus closure, it's a great idea to talk about what flexibility looks like for you, once we are able to return to campus.

Once you are familiar with the options available, you can work together to come up with a plan that balances your needs and responsibilities and those of the broader team in your work area.

Approval for a flexible working arrangement is formalised through approved Individual Flexible Working Agreement and Home Based Work forms.

We have arranged for staff and supervisors to have a grace period from 2 June to 17 July to put arrangements in place. Please contact your supervisor to discuss the return to campus arrangements for your local area and to initiate a discussion around the arrangements for you and your fellow team members

What if everyone in my team wants flexibility?

This is entirely possible and will be negotiated and discussed with your supervisor. Areas that are client facing may be required to implement a roster arrangement to assist with flexibility and to ensure that business needs are met.

The Community Wellbeing team can provide creative assistance in ensuring all team members can have some flexibility, and can be contacted on CommunityWellbeing@anu.edu.au

During the COVID-19 campus closure, I only had to do 70% of my normal hours. Has this changed?

During the COVID-19 related campus closure, staff were given flexibility to continue to be paid their standard hours as long as they were able to contribute 70% of their standard hours. This was a generous provision in recognition of the unique circumstances including individual home set ups, supervising schooling at home, caring arrangements, limitations on household devices and internet arrangements.

Once your team has been approved to return to campus by your Dean or Portfolio Head, you will need to return to 100% of your normal working hours regardless of the location of your work. . However, staff are encouraged to discuss their work pattern with the supervisor, if a work pattern outside normal business hours, is conducive to supporting a flexible working arrangement. Some staff may not be able to transition back to 100% of hours during this time. If you are unable to do so please discuss this with your supervisor and/or contact the Community Wellbeing team for advice and support.

If you require a permanent reduction to work hours or your pattern of work, this will need to be documented via the Application to change hour's pattern form

If I am working away from home, what will I need to attend campus for?

This should be discussed and agreed with your supervisor during your plan for flexibility, however some things that may be included are those mutual obligations such as team planning days, performance discussions, or regular staff meetings, presentations, and training and development.

If you are in a client facing role, your flexibility agreement may include a hybrid approach of both campus and home based hours. If you are in a client facing role, your flexibility arrangement may also require you to come to campus to cover staff absences, where there is the agreed level of notice.

How are my IT needs supported?

Local areas will support staff with the provision of necessary hardware as agreed with your supervisor, usually just a laptop which will allow for flexibility for those staff who may work from home and from campus. It is noted that this is contingent on supply demands, which fluctuate from time to time.

When supplied by the University, this hardware and any necessary software will be maintained by the University, noting you may be required to come to campus to have regular updates on your device.

Unless the University has specifically required a staff member to work at a location away from the usual campus location, the University does not pay an allowance towards internet usage or home utilities, and University supplied mobile devices or internet dongles are not to be used for personal home use.

You are encouraged to determine whether these are claimable deductions in your tax return.

What happens to my parking payments if I enter into a flexible working arrangement?

Until 27 July 2020, parking on campus is free for permit parking areas only. It is up to your discretion to cancel or keep your current permit.

Beyond this date, and for future flexible working arrangements, this is a personal decision and is largely contingent on the flexible arrangement in place. If you are working a hybrid approach and have some days on campus, you may wish to retain your parking permit.

If you are only on campus irregularly, you may choose to pay as you go.

To assist with your decision, further information on fees is available [here](#)

What office equipment does ANU supply and what am I responsible for?

During the COVID-19 pandemic, we demonstrated that we are able to be as electronic as possible, which is a benefit for both the environment and for our efficient work practices.

Staff who work from home are provided with the necessary IT infrastructure, however with a move to electronic work, any further office equipment such as printers or stationery will not be supplied.

Confidentiality and privacy of information

Staff who are working from home are reminded of their obligations under the ANU Code of Conduct, as all provisions still apply, regardless of work location.

Some practical ways to protect confidentiality and privacy of information while working at home are to always use headphones while on work calls (even if you live alone), keeping your computer locked when not in use, and where possible, avoid sharing devices with other members of your household.

How do I know that my home office is a safe working space?

It is important that your home office provides the same ergonomic safety as that in your campus office. All staff who enter into a flexibility agreement must have sufficient ergonomic equipment, and their home work area must be assessed and approved by the Work Environment Group through the completion of [this](#) form.

This form will allow the University to consider whether it needs to provide you with additional equipment to support reasonable adjustments, and to ensure you are sufficiently covered in the event of an injury.

Where staff do not submit this form for review and approval, they will not be permitted to work from home and will be required to attend campus for their standard work hours in accordance with the arrangements for their local area.

You are encouraged to review the [Home Based Work procedure](#), prior to completing this form.

I completed the home based work form during the COVID-19 campus closure, is this sufficient?

Unfortunately not. This form was a shortened version of the required home based work assessment, and was intended to be for a short time only, while the campus was closed.

Following the staged campus reopening on 2 June 2020, all staff who are continuing to work from home, will be required to complete the full home based work application, which should be submitted and approved on or before 17 July 2020

How do I do my performance agreement?

This is something that you and your supervisor would agree on at the commencement of flexibility. Performance Agreements are effective both face to face and via video such as Teams or Zoom.

The University have only recently adjusted to new ways of working, and will continue to develop resources to assist staff and supervisors in effective remote communication and management. One resource that is currently available is the [Supervising Remote Teams webinar](#), found [here](#).

What would my span of hours be?

While some work areas are required to be responsive to clients during certain hours including during the University's core hours of 8am to 6pm, this does not mean that all staff need to work exactly the same hours.

It is about figuring out what arrangements can be put in place that enable team flexibility but also ensures delivery of responsibilities and required services to and for the University.

This would be discussed in advance between you and your supervisor and any amendment to hours would be by mutual agreement.

Working hours are formalised through an approved Individual Flexibility Agreement, noting that where staff choose to enter into flexible working hours, normal overtime or penalty provisions do not apply.

What do I do if I am sick or my family needs care?

You are able to access personal leave in accordance with ANU policy, regardless of flexibility. You should have a communication agreement with your supervisor on how and when you will notify of your absence, if you require leave on a day you would not normally be in the campus office.

Are these arrangements permanent?

Flexible work arrangements are agreed for a particular time period and will be discussed between you and your supervisor periodically, and formalised through an Individual Flexibility Agreement. This is to ensure that arrangements are operating as intended, individual and team responsibilities are still being achieved and to enable arrangements to be reviewed and varied as and when circumstances may change.

If your flexible work arrangements includes a change to work hours or your pattern of work, this will need to be documented via the [Application to change hour's pattern form](#).

Do I have to only work from home or from campus?

No, you are able to have a hybrid approach that works for both you and your team, as agreed with your supervisor. If your arrangements are to work from home, or a hybrid approach, these must be documented for safety reasons such as ensuring your building custodian is aware of who is in the building at all times for potential evacuations and for your own health and safety.

Approval for a flexible working arrangement is only formalised through approved Individual Flexible Working Agreement and [Home Based Work](#) forms.