What are the **genuine operational requirements** of the Division/College/Institute/Centre/Directorate and in turn, the work of a Staff Member?

Is the role that the Staff Member is performing more appropriately carried out on campus?
- o For instance, do they require face to face interaction with stakeholders (including students, client groups, contractors or other Staff Members)?
- o Do they require a high degree of supervision?
- o Do they require access to on-campus material, systems or resources?
- o Do they service the University's physical assets?

Has the Staff Member completed all mandatory online WHS training modules?

Does the Staff Member have appropriate technology and a suitable, safe, work place to work remotely?
- o Familiarise with the Safety Checklist to assist with your determination
- o Is there a known risk of domestic and/or family violence?
- o Consider caring responsibilities, noting that an RWA should not replace current caring measures already in place, and that the RWA can be rescinded if the Staff Member utilises the arrangement for substitution of caring purposes.

Consideration should be given to the Staff Member's suitability to work at home. The Staff Member must be able to work as efficiently and effectively as if the Staff Member was on campus. Relevant factors in assessing this will include:
- o Desire motivation, time management and organisational skills;
- o Capacity to work independently;
- o A current Performance Development Plan; and
- o Demonstrated satisfactory performance against performance indicators.

Does the Line Manager require any assistance to manage a Staff Member working remotely?
- o A range of resources and online training materials are available here: https://www.jcu.edu.au/human-resources/learning-and-development/face-to-face-training
- o Also, consider speaking with other Line Managers who have experience managing remote staff.

Having the conversation with your Staff Member

While it's important to plan the conversation, it should be natural and authentic. The conversation should be focused on exploring what the Staff Member is seeking as well as discussing the genuine operational requirements

1. Has the Staff Member discussed their request for a Remote Working Arrangement (RWA) with you and provided a completed *Remote Working Arrangement and Safety Checklist* that complies with all WHS requirements?

No →

Yes ↓

2. Will there be a negative impact on the genuine operational requirements of the Work Unit or on other staff, students or other stakeholders?

Yes →

No ↓

3. Does the Staff Member have a role (or duties within role) that can be performed remotely?
Consider face-to-face interaction with staff, students and other stakeholders.

No →

Yes ↓

4. Does the Staff Member possess the individual characteristics likely to indicate a successful shift to a remote working arrangement?
Consider their capacity to work independently, a proven record of satisfactory work performance, completion of mandatory training etc.

No →

Yes ↓

Request is not to be recommended for approval by Head of Work Unit

Line Manager approves RWA and *Remote Working Arrangement and Safety Checklist* is provided to Head of Work Unit to approve

☐ Ensure a ServiceNow Request is completed if the Staff Member doesn't have a flexible computing solutio` a € ,Eest €„ €„ €„ 0Ax Ïlutio have

☐ Submit the approved Remote Working Arrangement and Safety Checklist

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