

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?
- 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noting that an RWA should not replace current caring measures already in place, and that the RWA can be rescinded if the Staff Member utilises the arrangement for substitution of caring purposes.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:

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- 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.

Havingthe conversationwith 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

