Appendix 1: Policy for Staff Who Have been Engaged to Only Work From Home

Where a staff member will only work from their home, the staff member and their Formal Leader must agree in writing to work arrangements whereby the staff member predominantly works from home, in effect establishing a home office as the official workplace.

Before any such agreements are finalised, the People and Culture team must be consulted to ensure that any employment or contractual issues are attended to. Arrangements will be offered in the letter of employment for new staff members or recorded on current staff member's personal file.

IT and Office Equipment

- Otago Polytechnic Business Division will provide an appropriate computer set up – either desktop or laptop (with external keyboard and screen) for all staff members permanently working from home.

- Any technology equipment and/or services to be provided to the staff member are specified at the time of the agreement and require the approval of the Director: Information, Systems and Support/or equivalent.

- Otago Polytechnic Business Division will maintain all equipment owned by OPBD and replace on the Polytechnic renewal cycle. This will include adequate antivirus protection and provision of equipment to continue working if repairs cannot be undertaken quickly.

- Staff members are then responsible for maintenance of their own equipment and must ensure it is functional and serviceable to enable them to carry out their work.

- Otago Polytechnic Business Division will provide reimbursement for the purchase of an appropriate office desk and chair for a staff member permanently working from home up to an agreed value. Reimbursement will be made on presentation of receipt or through an order number at an approved OPBD supplier. These items remain the property of OPBD and must be returned to OPBD if requested at the termination of employment or can be purchased by the staff member for an agreed value. If replacement is required,

this should be discussed and agreed with the staff member's Formal Leader.

- Where a mobile device is deemed by the Formal Leader as a necessary part of the staff member's role, this will be supplied by OPBD for the staff member's use and remains the property of the OPBD.

- Otago Polytechnic Business Division does not provide printers for offsite staff members. The cost of a printer has been factored into the fortnightly reimbursement for staff members permanently working from home.

- The provision of reams of paper, cartridges, pens, and other office supplies should be arranged through the staff member's work area.

- Staff members who have a home office established by the Polytechnic will only have access to shared (hot desk) facilities when working at an OPBD campus.

Staff members working offsite must undergo an appropriate offsite induction programme. Otago Polytechnic Business Division preference is that staff members come to Dunedin to undertake the formal induction programme.

If a staff member's employment ends, the Formal Leader is responsible for ensuring that all equipment belonging to OPBD is returned before the staff member's last working day and make the necessary arrangements to retrieve it at OPBD's cost. Should the staff member apply to buy the equipment, approval must be obtained from ISS. The Formal Leader is responsible for ensuring payment is received.

Office Rental Reimbursement

Otago Polytechnic Business Division will contribute twenty-five dollars ($25) per fortnight to the costs of setting up and maintaining a home office (e.g., power, internet, and telephone charges). This is only available for staff members who are required by OPBD to work from home for 0.4FTE or more of their time, and who have explicitly agreed that their home is their main place of work. Staff members who have a workspace on campus are not eligible for this payment, in full or pro-rata, for maintaining a home office space.

Payment for Office Rental Reimbursement will be paid with the fortnightly pay.

Communication and Engagement

- Every staff member permanently working from home will be able to travel to

Dunedin at minimum of once (1) a year to engage in OPBD events that involve the wider polytechnic, as well as for work area planning days or other meetings and events. The costs associated with this travel (mileage, airfares and/or accommodation) must be included in the work area budget.

- Reimbursement of travel or claims for travel expenses will be processed in line with policy Travel on Otago Polytechnic Business.

- Otago Polytechnic Business Division encourages the use of Microsoft Teams and other video communications platforms as a first option instead of travelling to attend meetings.

- Otago Polytechnic Business Division will live stream all whole polytechnic events.

- Otago Polytechnic Business Division will ensure online options with relevant documentation are provided for Business Division Staff Development Days for those unable to be in Dunedin.

- To enable groups of offsite staff members to get together informally, offsite staff members can claim reimbursement for up to twenty dollars ($20) per attending person per social event up to three (3) times per year (for food or activity, not alcohol) that involves getting offsite staff members together within a specific region. This is funded for all offsite staff from the Executive Director/or equivalent or People and Culture budget and is the responsibility of the relevant College or Service Area to ensure their offsite staff can access this. For support and funding contact the relevant Executive Assistant as per above e.g., for a Business Unit Number (BUN) number.

- Offsite staff members are encouraged to network with staff members across the organisation and become involved with committees and working groups. Business Division use Microsoft Teams for video-conferencing and online collaboration. Any assistance required in this area should be directed to the Formal Leader or the Service Desk. Onsite staff members are actively encouraged to network with offsite staff members across the organisation too.