Charles Sturt University

Remote Work Policy
Approval Flowchart

Revised November 2020

Staff Member	Faculty/School/Division/Section/Centre/Office	Division of People and Culture

Staff Member column:
- Request to work from a remote location (including rationale)
- Discuss with Supervisor Obtain written endorsement
- In-principle approval? → No / Yes
- Appeal decision? → Yes / No
- Ends
- Complete Remote Work WHS Checklist → Yes
- Agreement cannot proceed ← No
- Provide updated Remote Work WHS Checklist annually
- Continue to next review ← Yes

Faculty/School/Division/Section/Centre/Office column:
- Supervisor discuss with Band 6 (HoS/Director) and advise staff member of reasons
- Band 7 (Executive Dean/Executive Director) final decision
- Appeal approved? → No → Ends / Yes
- Manager agrees checklist satisfactory? → No (Agreement cannot proceed) / Yes
- HOS/Director - draft Remote Work Agreement with staff member
- Band 7 Approved → Yes / No
- Band 7 (Executive Dean/Executive Director) to advise staff member of reasons
- HOS/Director - periodically review effectiveness and impact
- 6 mthly review - arrangement satisfactory? → Yes (Continue to next review) / No
- Executive Dean/Executive Director – terminate arrangement

Division of People and Culture column:
- Business Partner to provide advice (if required) on managing remote work
- Email signed agreement and attachments to dpc@csu.edu.au for registering and placing on staff member's file