

Attendance at Work Policy

Section 1 - Purpose

(1) Charles Sturt University (the University) recognises the need to balance flexible working arrangements with the development and maintenance of a strong collaborative culture on campus. This Policy sets out the University's expectations in relation to staff attendance at work for all fixed term and continuing employees.

Section 2 - Glossary

(2) Nil.

Section 3 - Policy

(3) There are a number of principles that guide decisions about staff members' attendance at work:

- a. Students are vital to the University's ongoing success and a student-centred approach is required to ensure the continued strength of the institution.
- b. The University seeks to foster a collaborative approach to work, in which all staff members contribute to the life and responsibilities of a faculty, school, division, section, centre or office. Staff members are expected to participate fully in the collegial activities of their faculty, school, division, section, centre or office, which includes the equitable sharing of campus-based responsibilities.
- c. The University seeks to optimise the use of its resources, including staff, finances and facilities.
- d. Staff members are expected to attend campus for the duration of the working week. A staff member's decision to reside at a distance from their base campus does not release them from this expectation. However, in limited circumstances, alternative arrangements may be approved under the [Remote Work Policy](#), provided such arrangements do not have a significant impact on the work of their colleagues, faculty, school, division, section, centre or office, and are cost neutral for the University.

Section 4 - Procedures

(4) Nil.

Section 5 - Guidelines

(5) Nil.

Status and Details

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