

# 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 and across all University activities. This policy sets out the University's expectations in relation to staff attendance at work for all fixed term and continuing employees.

### Scope

(2) This policy does not apply to staff whose terms and conditions of employment include a remote worksite which is detailed in an offer of employment. These staff should refer to the [Employment Conditions Procedure - Workplace Attendance](#) for full details.

(3) In the event that a national or state emergency is declared or where government advice is issued for a localised incident or emergency, the University will review government advice and implement appropriate measures to reduce the risk to staff.

## Section 2 - Glossary

(4) Nil.

## Section 3 - Policy

(5) 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 area, 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 [Employment Conditions Procedure - Workplace Attendance](#), 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.

(6) The [Employment Conditions Procedure - Workplace Attendance](#) provides a mechanism for consideration of requests to work off campus on a regular and systematic basis. In such cases, a [Remote Work Agreement](#) must be completed and approved as outlined in the [Employment Conditions Procedure - Workplace Attendance](#).

## **Section 4 - Procedures**

(7) [Employment Conditions Procedure - Workplace Attendance](#)

## **Section 5 - Guidelines**

(8) Nil.

## Status and Details

<b>Status</b>	Current
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