

KNOW your Agreement

FSU Fact Sheet



Working from Home

Westpac is increasingly offering employees (particularly those in Contact Centre's) the opportunity to Work from Home. While some employees may find this an interesting option, it's important that you consider the pro's and con's before making a decision to work from home.

Working from Home Agreement

Under the Westpac Group Enterprise Agreement 2010, an arrangement to work from home must be agreed in writing and include details of:

- the equipment to do the job that will be provided to you or funded by Westpac;
- expenses that will be reimbursed;
- the circumstances when you will be required to attend the employers premises to perform work or participate in meetings;
- the circumstances in which the Working from Home Arrangement may be terminated; and
- any other applicable arrangements.

Westpac's Working from Home Policy

In addition to the provisions in the Enterprise Agreement, Westpac has a Working from Home – Telecommuting Policy.

This policy includes:

- details of the eligibility requirements you have meet to work from home;
- a one off \$400 taxable payment to help you pay for appropriate office furniture;
- provision of a first aid kit, fire extinguisher and ergonomic accessories such as a footstool;
- details of health and safety processes and responsibilities as well as insurance arrangements.

The full policy is available on the Westpac intranet.

Occupational Health and Safety (OH&S)

Before you commence working from home you are required to complete the OH&S Self Study Training. You must complete the OH&S Checklist once you have set up your home office.

This includes all ensuring that aspects of the work environment meet legal standards and requires that you provide six photo's of the home office.

While Westpac has the responsibility for your health and safety while at work you are required to abide by the relevant policies. Failure to comply with OH&S policies is likely to result in the termination of your working from home arrangement.

What if I Want to Stop Working from Home?

When you begin working from home it will be subject to a three month trial. If, during the trial you or the Bank decides it's not working out you can start work back at the employer's premises.

If Westpac changes the arrangement and you no longer want to work from home because of the change, the Bank will re-locate you back at the premises as soon as possible, as long as you live within reasonable commuting difference.



Working from Home

Watch Out – Make Sure You Know What You’re Getting Yourself Into

After the trial period, if you decide that you no longer want to work from home your job at the employer’s premises will be dependent on the availability of office space. Westpac will make their “best endeavours” to find a place for you to work from their premises, but it won’t be guaranteed.

If you don’t live within reasonable commuting distance of the Westpac premises and you want to stop working from home because Westpac have changed the arrangement your only option is to resign.

Additional Working from Home EA Provisions

If you work from home, two new provisions from the Westpac Group Enterprise Agreement 2010 will apply. You and your Manager can agree that you work:

Split shifts: You can agree to work your daily hours in more than one work period. The break between work periods when no work is performed is unpaid. ie you could agree to work a few hours in the morning and then complete the rest of your daily hours later on in the day.

Additional Hours: If you are a Part-Time employee you can agree to work additional hours at short notice. If you agree to this while working from home you won’t be paid the loading that would apply to part-time additional hours.

You’re Not Alone in the Union

Union members who raise a concern about working from home arrangements are not alone. You will be supported by the industrial knowledge and expertise of the Union – we are here to ensure you get a fair go.

At anytime during the dispute resolution process Union members have the right to contact the FSU for advice, information and representation.

Need More Information?

For more information on your rights under the new Westpac Group Enterprise Agreement 2010 go to www.fsunion.org.au or contact the Member Rights Centre on 1300 366 378.

