



**Wednesday 25 March 2020 - 12:00pm**

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### **COVID-19 STAFF UPDATE**

As you may have seen last night, the Commonwealth Government has asked people to work from home if they can.

I urge you please, to take this time to look after yourself and your loved ones and make arrangements to work from home if at all possible. Even if you are unable to do your usual work from home we want you to be safe, so I encourage you to work with your manager and discuss arrangements. I appreciate this work may be less traditional as this time. It will take all of us time to adjust to not being in the physical workplace. It is expected we might feel a bit unsure at this time and I want you to know that CIT supports you. In the coming days and weeks we will be working more broadly with you to navigate how we work together as circumstances unfold.

To support you at this time please find below the latest information from HR regarding CIT staff entitlements and leave arrangements.

If you or a family member need support, please reach out to the:

CIT Staff Employee Assistance Programs (EAP)

- Assure: 1800 808 374
- Converge: 1300 687 327
- People Sense: 1300 307 912
- Benestar: 1300 360 364

EAP providers have advised that face-to-face consultations are now unavailable and phone or video consultations are the preferred options.

Leanne

*Leanne Cover  
Chief Executive Officer*

## Staff entitlements and leave arrangements

Yesterday CIT decided to pause classes up until the scheduled Easter break. We acknowledge that staff are trying to juggle work, family and staying healthy in this very difficult time. CIT remains open and all managers should be working closely with their staff to assist them put in place arrangements that support them to keep working with CIT, working remotely wherever possible. The following provides a simple guide:

- Managers should work with staff to allow them to work from home. If a staff member is able to work from home, regardless of the amount of work we may currently have for them to do or their current capacity - accepting many people are also looking after school aged children or have other caring duties - then we consider them to be a resource available to the CIT who is working from home. Over time, the capacity for using that staff member may increase/decrease depending on their circumstances and work we need done.
- If a staff member is sick (COVID-19 or otherwise), they should apply for personal leave, as normal, through their manager.
- If a staff member is unable to work from home in any capacity, then they should apply for the special COVID-19 leave. There are instructions on the CIT website as to how to access the Shared Services portal from home and a link to the application form. This leave is pre-approved by the ACTPS Head of Service and managers will received notification from Shared Services that their staff have applied for that leave. HR can assist anyone who needs further information about this leave or how to access it.

More information will be posted shortly and given the ever changing environment at the moment you should regularly check back for new and additional information on the website.

### Casual Employees

In addition to the above, where a casual employee has not been scheduled to work, (i.e. no timesheet has been completed) but they have been employed on a regular and systematic basis and they have a reasonable expectation of continuing employment by CIT on a regular and systematic basis then CIT will be continuing to make payments to those staff. At present, these payments will continue to 3 July 2020 with a review to be conducted at that time into arrangements for Semester 2, 2020.

## Working from home

To work from home, it is important for you and your manager to consider:

- availability of IT resources to support your work;
- your personal circumstances and how you would manage work duties alongside personal commitments. In the case that working from home is not possible or suitable, consider [other available employee arrangements](#);
- work duties that can be undertaken at home, noting some tasks/projects may not be suitable;
- work allocation, including how will work be allocated and reviewed once it is done;
- how information will be shared across the team, as well as the technology available (email, jabber, Webex, etc.) and ensuring you are familiar with its use; and
- If you are working from home then you should complete the [CIT Home Base Work Self Assessment Checklist](#) to ensure that WHS issues have been considered.

## Contact Human Resources

For advice or assistance in managing entitlements or other support contact [humanresources@cit.edu.au](mailto:humanresources@cit.edu.au) or phone 6207 4938 or 6207 3224.