

Appendix 1: Individual Blended Work Agreement

Before applying, an employee will consider operational requirements to CEB and school colleagues. All employees who request to work remotely are required to have a signed Blended Work Agreement.

Section 1: Employee details	
Name of Employee:	
Position:	
Contract Work environment (please tick):	<input type="checkbox"/> Office-based <input type="checkbox"/> School-based
Contracted FTE/Hours:	

Section 2: Blended Arrangement details	
Blended Hours FTE:	
Commencement date:	/ /
Review date:	/ /
Expiration Date:	/ /

Section 3: Home Office details	
Address:	
Suburb:	Post Code:
Contact Number:	

Internet and Equipment	Yes	No
Does the Home Office have all the required equipment to undertake your role? <ul style="list-style-type: none"> At least one monitor (separate to laptop monitor) Computer accessories – mouse, keyboard 		
Does the Home Office have access to 3G or higher-speed broadband?		

4. Declaration & Authorisation			
I declare that I: <ul style="list-style-type: none"> will maintain a safe work home office environment have appropriate household insurance to accommodate a home office will notify my Team Leader of any work-related accident, injury, illness within 24 hours will ensure the secure storage of confidential and sensitive information have read and will abide by the CEB Blended Work Operating Procedure confirm that I will be contactable during the periods in which remote work is carried out and available for communication with all relevant stakeholders via mobile or landline 			
Employee:		Date:	/ /
Team Leader Approval:		Date:	/ /