

Coronavirus Update

WEDNESDAY 15 APRIL, 2020

Dear colleagues

As we have now transitioned to remote working arrangements and online delivery of programs, this will be the last daily staff update on Federation's COVID-19 response.

We will continue to keep you updated on new information and actions through our usual channels including the [COVID-19 webpage](#), VC staff updates, staff emails, FedNews and our FedConnect staff newsletter.

The Human Resources team will also continue to operate the COVID-19 hotline for staff queries about working from home protocols, leave types and payroll enquiries, as well as the Manager Support Line for supervisors. The contact details are provided below.

Higher Education Assistance Package

As you may be aware, the Federal Government announced a [higher education relief package](#) over the Easter long weekend. This includes guaranteed funding at 2020 levels, fee relief and support to offer short courses in national priority areas such as nursing, teaching, health, IT and science, beginning in May. The leadership team is currently working through the details of the package and how it will apply to both our university and TAFE. We'll have more information for staff about this in the coming weeks.

Flexibility options for staff balancing home learning

Victorian primary, secondary and special schools began remote and flexible learning today, as the first day of term two. This will look differently for each family and we can only do the best in the circumstances we are working with. We would like to remind you of the new resource the university has developed to help with balancing work and home schooling. The [Home Learning Flexibility Options](#) guide outlines the different leave types and working arrangements available. We encourage staff to read through the guide and discuss your individual circumstances with your supervisor or contact HR via the COVID-19 hotlines below.

Professional development opportunities

A number of virtual learning and development opportunities will be available to staff over the coming weeks to help develop skills for working remotely. These include *Advanced Presentation Skills* and *Cultivating Wellbeing* programs. Please review the [professional development - virtual-sessions](#) and register your interest in [ELMO](#) today.

Accessing staff support

HR support

COVID-19 hotline – staff can call (03) 5122 6300 between 8.30am–5.00pm or email hr.hotline@federation.edu.au for advice to speak to an HR staff member about working from home protocols, leave types, payroll enquiries and other HR questions related to the pandemic.

Manager Support Line – supervisors should call (03) 5327 9530 from 8.30am – 5.00pm or email manager.hrsupport@federation.edu.au for advice on managing staff and changed working conditions during the pandemic.

ITS support

Off campus - call (03) 5327 9999 between 8.30am–5.00pm weekdays or use the online service portal.

On campus – for onsite assistance call 8888, otherwise please call (03) 5327 9999 between 8.30am–5.00pm weekdays or use the online service portal.

The ITS team has also established a [page with ITS advice for staff and students](#) on working from home. Please check this page regularly for answers to common IT issues.

Updates on Federation's COVID-19 response

Please check our [COVID-19 webpage](#) for regular updates and advice for staff and students. This includes HR toolkits and forms.

On behalf of the Critical Incident Response Team

