Hybrid working policy

The University has developed a range of flexible working arrangements to support this ambition of becoming one of the world's leading universities. Through these arrangements, we aim to support our managers to deliver flexible services that meet the changing needs of our students and other customers, as well as assist our workforce to achieve a positive work-life balance.

Hybrid working, which is sometimes referred to as "blended working", is a form of flexible working that allows staff to split their time between attending the workplace and working remotely (typically from home). Hybrid working gives choice over deciding how, when and where staff work best in a way that balances the needs of the University, the team and the individual

Purpose of policy

This policy (and associated toolkit guidance) is in place to ensure clarity about the hybrid working arrangements offered at the University and how these can be used. It outlines the expectations for employees whose work will be split between both home and campus.

Who does this apply to?

Hybrid working is available to roles where part of the role can be carried out off campus. The time spent off campus will be encouraged on a part time basis.

Staff within scope of this policy will have been identified by their line manager based on the level of activity currently within their role. The type of working pattern will be dependent on service needs, role, flexibility requirements, and the suitability of the individual's remote working environment. The balance of time between working on campus and working at home may vary from week to week and over time according to the business needs of the University.

Hybrid working may also be supported where staff wish to work from home as a means to accommodate a disability, assist with mental health or for other personal reasons in agreement with their line manager.

Hybrid working is not suitable for roles where duties need to be performed 100% on campus.

Hybrid working arrangement is subject to the ongoing agreement of management and sometimes might need to be changed for business reasons. The University reserves the right, with consultation and reasonable notice to change an employee from one type of working arrangement to another (Hybrid to On-campus, etc) where there is a business reason.

Principles

Using these flexible working arrangements, we aim to:

- Promote work taking place at the most effective locations, and at the most effective times, in accordance with the needs of our students and service delivery, the member of staff, their team and the wider University community.

- Adopt the use of functional space across university buildings, or remotely, enabling staff to work in an environment conducive to staff and the task they are completing, both individually, and as part of a team.

- Develop a culture of trust focused on measuring productivity, by our results and outcomes, rather than our physical presence.

- Accessibility needs of all staff, regardless of location of work (e.g. on campus, remote and hybrid), will be taken into consideration with regard to the Equality Act 2010, the Health and Safety at Work Act 1974 to ensure staff can thrive in their working environment.

- Make the University an employer of choice, by utilising technology to deliver high-quality, flexible working environments.

- Improve ways of achieving objectives, whilst being aware of and promoting staff positive mental and physical wellbeing and respecting their diverse needs and requirements.

- Ensure that all staff are safe, supported and connected regardless of their working pattern or work location.

- Reduce the University's impact on the environment by condensing its physical footprint, and increasing its environmental sustainability, by digitising paper-based activity, and reducing unnecessary commuting.

- Create opportunities for our community to come together in ways it may not have been able to previously, through integrated and collaborative partnerships across disciplines and functional areas

Depending on the needs of individuals and also the requirement of their roles, different working patterns can be agreed. There will not be a one-size-fits-all approach, and some staff, due to the nature of their work, or arrangements agreed with their line manager, will be on campus more or less than others.

Responsibilities

Everyone should be honest and open about hybrid working arrangements and share responsibility for making them work.

Leadership teams of Colleges and Services are responsible for reading the relevant guidance and making decisions about hybrid working based on the principles above.

Line managers are responsible for thinking about how hybrid working in their team may help them to achieve their business objectives and manage space effectively. Requests to work in a hybrid way must be managed in line with the principles above and associated guidance; managers should encourage and support requests that have a positive or neutral impact on the University.

Staff who are hybrid working are responsible for reading the relevant guidance and for considering and discussing the impact on their colleagues, the service they provide and how any issues may be overcome.

HR Services is responsible for keeping the policy and guidance up to date, providing advice to managers and staff, recording and confirming arrangements as well as monitoring the overall uptake of hybrid working at the University.

Key areas

Working Hours and Keeping in Touch

- Hybrid working offers flexibility of when and where to work. Whilst working at home, you should be contactable. You should agree with your line manager the appropriate method of communication (e.g., telephone, email, Teams). We trust you to manage your own time and make sure you do the hours you are contracted to do
- We may ask you (with reasonable notice) to be available at certain times to meet the needs of the business, to physically be in the office, for example, to collaborate or attend training or carry out other aspects of your role that cannot be completed at home.
- Hybrid working should not result in extra work for other members of the team or compromise the objectives of your team.
- You will not be entitled to any overpayments or overtime if you choose to work unsociable hours or more hours than you are contracted to do unless this is specifically agreed with your manager.
- It is not appropriate to combine homeworking with dependent care and homeworking is not an alternative to paid dependent care. You must not plan to have sole responsibility for a child or other dependant during your working hours.

Equipment and Environment

- Staff should advise landlords or mortgage providers and their building and contents insurers that their place of work may be sometimes at their home. Although this does not usually result in a change in costs, the University will not be responsible for any additional costs incurred as a result.
- Hybrid workers are covered by the University's insurance policy for employers' liability and personal accident in the same way as campus-based employees.
- You will be provided with the appropriate IT equipment and technology (including hardware and software) to effectively complete your work. Hybrid employees are to use this equipment for business purposes only and are expected to take appropriate steps to keep this equipment safe.
- When you are setting yourself up to work, please ensure you have read the Display Screen Equipment Guidance The guidance will take you through a workstation self-assessment to help you make sure that your place of work is safe, supportive, free from risk and that any access to confidential information or data is treated with care.
- Colleagues working at home must ensure they have a secure, private and appropriately lit and heated space to work in, with a reliable and secure internet connection.
- If you need any reasonable adjustments to be made to your workstation whether on campus or at home, you should contact your line manager to discuss your needs.
- If you are working from a public place or travelling between your home/on campus work location, you should be mindful of any potential confidentiality or IT security risks.

Security

- Staff are responsible for ensuring they adhere to Information and Data Protection legislation and relevant University information security policies, when undertaking their role for the University, regardless of location.

<u>Training</u>

- Training and guidance will be available to support both managers and employees develop the skills needed to deliver effective communication, performance management and relationship building in teams that are hybrid working.

<u>Your Wellbeing</u>

- Whilst working remotely it is important that you take regular rest breaks; at least 20 consecutive minutes if working for 6 hours or more.
- Hybrid working should not be used as a way of carrying on working when you are sick. If you are ill, then you would need to take time off until you have recovered and follow the Absence Code of Practice,
- Where working for long spells at a screen make sure you take regular breaks away from your screens.
- We know that collaboration, connection and having a sense of belonging can help you stay well. We encourage you to think about what this means for you and to actively make time to connect with your colleagues.

<u>Costs and Expenses</u>

- Hybrid workers will have two work locations: their home and the relevant University campus to which they are assigned. Journeys from home to campus will not be eligible for travel expenses. For the avoidance of doubt, if a hybrid worker is required to work on campus on a day when they would normally be working at home, their travel to work costs will not be reimbursed.
- Any costs for wifi, heating, lighting and electricity and commuting costs to your designated place of work will be a personal expense in line with HMRC guidelines.

Working Outside the UK

This policy should not be followed for any hybrid working where the remote location is outside of the UK. You should follow policies and procedures in line with the University Global Employment procedures if you are carrying out university work overseas.

Further guidance and advice

In addition to adhering to the terms and conditions of the hybrid working policy, you must comply with all rules and protocols for staff working at the University of Exeter, including attendance, code of conduct, confidentiality, GDPR and IT security.

Further guidance for managers and staff can be found in The University of Exeter Ways of Working guidance.

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