



## **On Campus working policy**

### Purpose of policy

The purpose of this policy (and associated toolkit guidance) is to ensure clarity about on campus working arrangements offered at the University and how these can be used. It outlines the expectations for employees whose work will be based on campus.

### Introduction

There are some roles within the University which necessitate working on campus and cannot be carried out in a hybrid or remote location. These are roles where activities or duties need to be performed fully on campus.

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, and flexibility requirements.

On campus working arrangements are 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 (from on campus to hybrid, etc) where there is a business reason.

### Flexible Working

The University has developed a range of flexible working arrangements to support the 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.

The University is however committed to offering flexibility to these roles at the same time as ensuring that student or customer needs are met.

There are a number of areas where the option for flexibility may be available. For example, you may be able to work different hours using:

- flexitime,
- part time working,
- shifts
- compressed hours or
- job sharing.

These working arrangements are all outlined within the [Flexible working policy](#) and the associated [guidance and advice](#).

### 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 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 on campus working based on the principles above.

**Line managers** are responsible for thinking about how on campus working in their team may help them to achieve their business objectives and manage space effectively. Requests to work in an on campus 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 on campus 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.

The **Human Resources Division** is responsible for keeping the policy and guidance up to date, providing advice to managers and staff, recording and confirming arrangements.

### Key areas

#### Working Arrangements

- Your normal hours of work will be those set out in your contract of employment or as agreed with your line manager. We expect these hours to be worked on campus.

#### Equipment and Environment

- On campus workers are covered by the University's insurance policy for employers' liability and personal accident.
- You will be provided with the appropriate equipment and technology (including hardware and software) to effectively complete your work.
- If you work with IT equipment, 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.
- If you need any reasonable adjustments to be made to your workstation on campus, you should contact your line manager to discuss your needs.

### 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.

### Training

- Training and guidance will be available to support both managers and employees develop the skills needed to deliver their role.

### Your Wellbeing

- Whilst working it is important that you take regular rest breaks; at least 20 consecutive minutes if working for 6 hours or more.
- 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.

### Expenses

- If you are travelling on University business, you should follow the University's Expense policy.

### Lone Working

- Ensure you have read and followed the guidance in the health and safety standards which can be found in the [Health and Safety SharePoint site](#).

### **Further guidance and advice**

In addition to adhering to the terms and conditions of the on campus 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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