



University
of Exeter

On campus working guidance

Introduction

This guidance should be read alongside the On campus working policy and is specifically aimed at those staff who are working with a formal On campus contract of employment within the UK.

Scope and Eligibility

Staff within scope of this guidance have been designated as on campus workers based on the level of activity within their role. The type of working pattern is dependent on service needs and role.

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, 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 results and outcomes, rather than physical presence.
- Meet the accessibility needs of all staff, regardless of location of work (e.g. on campus, remote and hybrid). These needs will be taken into consideration with regards to the Equality Act 2010 and 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.

Responsibilities

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

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

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.

Staff who are on campus working are responsible for reading the relevant guidance.

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

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 manager, will be on campus more or less than others.

On campus working - Key areas

Working Arrangements

- Your normal hours of work will be those set out in your contract of employment or as agreed with your manager. We expect these hours to be worked entirely 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 manager to discuss your needs.
- The University is not required, under the DSE regulations to provide equipment for employees who occasionally choose to work from home (where there is no contractual agreement); however the Faculty / Professional Service recommends that employees refer to the information provided in the [Homeworking Guidance](#) and [Workstation General Guidance](#) in order to set up the workstation as ergonomically as possible. If equipment is required to ensure a safe working environment, then this will be at the employee's personal expense or all work should be completed on campus.

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.
- Where working for long spells at a screen make sure you take regular breaks away from your screen. Our Health and Safety webpages have useful advice on [Micro Breaks & Stretching Exercises](#) and [Eye Care](#).
- If you are ill, then you would need to take time off until you have recovered and follow the [Absence Code of Practice](#).
- The University [Colleague Wellbeing](#) webpages have information on internal and external support services as well as advice and tips to help you look after your mental health and wellbeing regardless of your work location. If you have concerns, then discussing these with your manager may also be helpful.

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.

Useful links

- [Health and Safety Hub](#)
- [Expenses Policy](#)
- [Flexible working](#)
- [Hybrid working policy and Hybrid working guidance](#)