



University
of Exeter

On Campus working policy

1. Introduction

- 1.1 This policy outlines the guidelines and expectations for employees whose terms and conditions of employment state that their work location is on campus within the UK.
- 1.2 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.
- 1.3 The purpose of this policy (and associated guidance) is to ensure clarity about on campus working arrangements offered at the University. It outlines the expectations for employees whose work will be entirely based on campus.

2. Scope and Eligibility

- 2.1 If the University has agreed in writing that your working arrangements will be on campus, this means that you will spend all of your working hours on campus. Staff within scope of this policy will have been identified by their manager based on the level of activity currently within their role. The type of working pattern has been agreed due to will be service needs, and the specific requirements of the role.
- 2.2 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.
- 2.3 Staff who choose to work from home on an ad-hoc basis or outside of their contractual terms, with prior agreement from their manager, will still be considered on campus workers and not hybrid workers under the terms of this policy. These arrangements are temporary and are subject to individual approval based on specific circumstances. Employees in this situation i.e. occasional homeworkers, will not have the same expectation or benefits as those defined as hybrid workers.

3. Flexible Working

- 3.1 The University has developed a range of flexible working arrangements to support our 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.
- 3.2 The University is committed to offering flexibility to on campus roles, where possible, 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 to on campus workers. 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](#).

4. 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.

5. Other related policies and guidance

- [On Campus working guidance](#)
- [Health and Safety Hub](#)
- [Ways of Working](#)
- [Remote working policy and Guidance](#)
- [Hybrid working policy and Guidance](#)

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