

Working from Home Policy

Introduction

The Research Centre management are committed to the health and wellbeing of its staff and students and wishes to be as permissive as possible in making adjustments to working methods and conditions. In keeping with this commitment the Centre recognises that there will be occasions when it is both possible and sensible to allow staff members to work from home.

To avoid confusion this policy covers occasional temporary adjustments to working conditions lasting at most a few days, it does not cover long term adjustments to working hours/flexible working arrangements which are covered by University wide, TU negotiated policies which are available from the Human Resources web pages. (Currently <https://www2.le.ac.uk/offices/hr/indexes/all-pp>)

Neither is it intended to impinge on the flexibility granted to senior academic staff to order their working lives within the constraints of the agreed Academic workload model.

Policy

Staff who wish to work at home for short periods, for example to provide access to workmen, should apply to their line manager for permission. Managers are required to be as flexible as possible in agreeing these arrangements but must bear in mind the need to ensure continuity of service in their sections and the specific restrictions set out in the next section.

Where an agreement to permit home working is reached the line manager should briefly document this and pass the notes to the Centre Manager. The member of staff should record the period of home working clearly and visibly in their Outlook calendar.

If any staff member believes they have unreasonably denied permission to work at home they should in the first instance raise this with either the Centre Manager or Centre Director.

Restrictions

Line managers must ensure that;

- The member of staff has meaningful work that can be completed at home, and that this work does not involve anything which presents Health and Safety issues.
- There is an agreed way to contact the member of staff. Preferably staff working at home should be logged into Skype for Business but in all cases the line manager must have an agreed telephone number on which the member of staff can be reached directly.
- The member of staff will be able to concentrate fully on their work while at home. (Supervising a young (primary school age or below) child cannot generally be undertaken at the same time as effective work.)
- Since home working is likely to be computer based, that the member of staff has access to suitable equipment and agrees to work in line with the Centre's policy on data security and off campus working – attached as Annex 1
- Further to the above that if any equipment is provided to the member of staff, adequate insurance cover has been arranged.