

WORKING REMOTELY FROM HOME POLICY

1.0 INTRODUCTION

- 1.1 The University is committed to being an inclusive supportive employer and providing staff with the opportunity to work more flexibly where possible, including working remotely from home.
- 1.2 As a campus-based University which prioritises teaching quality and student

3.0 AIMS

3.1 Through the application of this Policy, the University aims to:

Continue to support

4.3 Regular homeworking requested by the employee

4.3.1 Some employees may wish to seek approval to work from home on a more regular basis. Employees seeking approval for this kind of arrangement will need to submit a formal Flexible Working request in line with the University's Flexible Working Guidelines. The employee should outline the rationale for the request including the benefits of working from home, the expected outcomes and how any implications will be managed. Employees should refer to the University's Flexible Working Guidelines which can be found here:

4.3.2 The University recognises that disabled employees may ask to regularly work from home as a "reasonable adjustment" to accommodate their disability. The University recommends that any employee considering asking to work from home for this reason should inform their HR Business Partner as soon as reasonably practicable. The HR Business Partner will be able to provide appropriate support and obtain medical advice where necessary. Employees should refer to the University's Sickness Absence Policy and Procedure which can be found here: <https://www.bolton.ac.uk/staff-area/professional-services/about-hr/hr-a-to-z/>

5.0 ASSESSING ELIGIBILITY FOR REGULAR HOMEWORKING

5.1 The Head of School / Service is required to assess eligibility for regular homeworking carefully taking into account the nature of the post and individual suitability.

5.2 Suitability of the Post

5.2.1 There are certain roles which simply do not lend themselves to home working. This includes manual roles which rely upon access to facilities and equipment (e.g. cleaners, caretakers, gardeners, and technicians). Other roles which are based in a designate

5.3 Individual Suitability

5.3.1 In addition to assessing the suitability of the role, it is also useful for the parties to consider the employee's individual skill-set and how they approach their work. Below are the employee skills which are critical for successful homeworking:

Good time management and the ability to prioritise;

Self-sufficient and good at problem-solving;

Ability to work without supervision and distraction;

Propensity to seek clarity;

Confident in decision-making;

7.2.10 Should an employee working from home feel unwell, they should follow the normal absence reporting requirements and contact their Head of School / Service.

7.3 Performance

7.3.1 The University recognises that conventional management techniques are not workable in a homeworking situation because the Head of School / Service will not have full visibility and may not have instant access to employees working from home.

7.3.2 Successful homeworking requires mutual trust and productivity will be assessed in terms of volume and quality of output and service delivery. To support this approach, it is recommended that the Head of School / Service and employee should meet to agree and define SMART priorities for the period of homeworking. Of course, normal university standards and procedures will continue to apply to ensure quality. The parties should also agree appropriate mechanisms to share feedback and updates.

7.3.3 An employee working remotely from home must ensure that they remain familiar with all University policies, procedures, and ways of working. For the avoidance of doubt, the normal terms and conditions of employment will continue to apply.

7.4 Confidentiality and Data Protection

7.4.1 The employee's personal contact details will not be divulged to third parties except where the employee provides their consent to facilitate communication during homeworking.

7.4.2 The University's data protection and confidentiality rules continue to apply and employees working from home are responsible for keeping all documents and information (manual and electronic) secure at all times. Employees should refer to the IT Acceptable Use Policy which can be found here: x

7.5 Equipment and Facilities

7.5.1 Our main campus remains the principal place of work for our employees and all necessary equipment is provided on-site. Therefore, the University would not normally contribute to any costs or expenses associated with homeworking.

7.5.2 Employees who wish to apply to work from home or who are required to work remotely by the University are responsible for ensuring that they have suitable telephone, broadband and any required PC equipment at home in order that they can work productively and safely. New employees in both academic posts and administrative professional support roles are expected to have suitable IT equipment and a broadband connection at their home. Employees should ensure such equipment is maintained and that they have appropriate home insurance cover in place.

7.5.3 Employees requiring any support from the University in order to work remotely effectively remotely should speak with their Head of School / Service. Should the University agree by exception to provide equipment for home working, employees must take proper care of this. Employees agree to report without delay any damage or malfunction to their Head of School / Service.

7.5.4 If an employee working from home experiences a proble

employees must be able to work in a quiet private place without interruptions. The area should have sufficient space for equipment with sufficient power points and a telephone.

- 7.8.2 Physical meetings should not be held at the employee's home address except with the agreement of Human Resources. Virtual meetings should be the norm. Physical meetings should normally take place on the University campus or a similar professional setting.

7.9 Insurance and Permissions

- 7.9.1 The University recommends all employees to check that they have the appropriate insurance in place and any relevant permissions, e.g. from lender, landlord, etc. specifically to include home and contents insurance that provides adequate cover for the fact that the employee is working remotely from home and that any such work does not invalidate their policy.

Employees should ensure this is in place before they request to work from home remotely.

- 7.9.2 The University has Employers' Liability Insurance (which covers its legal liability for personal injury to staff while acting in the course of their employment) and Public Liability Insurance (which covers the legal liability of the University and its staff for injury and/or property damage to third parties caused whilst on University business).

8.0 ONGOING SUITABILITY OF HOMEWORKING

- 8.1 Head of School / Services may decide that it is appropriate to enable an employee to trial homeworking on a pilot basis to assess suitability. A trial period would normally last at least three months. In many cases, it may be appropriate to agree a longer trial period of twelve months so that homeworking may be assessed during a full academic cycle.
- 8.2 Regular home working should also be regularly reviewed by the Head of School / Service. At any time, either by the Head of School / Service or the employee, the home working arrangement may be terminated upon reasonable notice.

9.0 GUIDANCE AND TIPS

- 9.1 Further guidance and tips on working remotely from home can be found in Appendix One.

DOCUMENT CONTROL

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APPENDIX ONE - TIPS FOR SUCCESSFUL HOMEWORKING

1. Set up a designated workspace

Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day.

2. Make remote working work for you

Change where you sit, put on music, whatever helps you work. And enjoy the perks – no commute or uncomfortable shoes, and all your home comforts!

3. Make sure you have all the tech you need

This includes a reliable internet connection, required hardware and software, access to the University network / systems, any files and importantly, knowledge of how to get IT support and the best from the systems we have.

4. Get dressed

Changing into working clothes will help you mentally switch on to productive work mode. It will also help you distinguish between 'homeworking' and 'home life'.

5. Write a daily to-do list

Set out a list of realistic, achievable tasks to keep you focused.

6. Know when to step away from you designated workspace