



# Home Working Principles

## Introduction

The primary location for work is the University campus, however staff may choose to sometimes work from home where appropriate if their role allows for this and it is agreed with their manager who may consult with Human Resources. Homeworking is not a right and all staff are expected to be on site when required, according to their role and duties. Staff who choose and are able to work from home on occasion should remain UK based with the ability to access campus at short notice. These principles are not contractual, are subject to ongoing review and may be withdrawn without notice for any individual, team or across the University as a whole.

## Considerations

We believe that offering a more flexible approach to staff with regards to their work location (where appropriate and possible) can enhance job satisfaction, offer improved work-life balance, reduce absences, and in some cases, increase productivity.

## Who this Applies to?

This approach may be considered for all staff at Leeds Arts University, though it must be practical for the roles concerned. Some roles or departments may not find homeworking possible, and some will have more flexibility within these principles than others.

## Provision of Resources

Where a member of staff wishes to work from home for part of the week or on occasion, the line manager must assess (with guidance from Human Resources where needed) whether the need for resources away from campus means it is an appropriate role to do so. Staff will be offered the use of a suitable University computer (laptop or desktop dependent upon suitability or availability) but the need for further resources to carry the role out such as a VPN, telephone, printer, input devices or peripherals may mean the role is unsuitable to be carried out away from campus. Alternatively, where the need for resources only forms part of a role, a working pattern may be agreed by the line manager as part of a team to enable some homeworking on areas where resources are not required and at the same time ensure the service is not compromised by having sufficient members of staff on campus throughout the week. A further monitor, keyboard and mouse will be provided for laptop users where requested. Staff who undertake homeworking as part of these arrangements are responsible for the safekeeping of any equipment loaned to them. The University's insurance covers portable equipment but where a loss or damage is deemed to be due to negligence on the part of the staff member, the University will seek to recover the full cost of a new replacement item. The provision of a suitable working environment (desk, chair, adequate space and light, reliable broadband) is the responsibility of staff who choose to work from home. If on completion of a DSE assessment, it is identified that the environment is not suitable for homeworking, it will not be permitted for that employee, nor will it be permitted where a DSE assessment has not been completed within 14 calendar days.

## **Who is Responsible for Approving Changes?**

Anything agreed within these principles will be informal and not constitute a change to terms and conditions. When a member of staff requests a permanent change to their working pattern, including working hours, days or location (for example), they should be directed to the University's Flexible Working Procedure.

Line managers are responsible for overseeing this process and confirming whether it is manageable for the staff and for their team to choose to work at home for some of the time. They are also responsible for discussing any concerns or anomalies with Human Resources who will review the circumstances. For academic staff, teaching should take place on campus wherever possible.

Working arrangements need to be reviewed regularly to ensure that they are fit for purpose and positively enable an effective way of working for staff/teams and to ensure that the students experience is not negatively affected by any changes made. Line managers and Heads of Department are responsible for regularly reviewing the needs of their services and making adjustments where necessary, including managing the peaks and troughs of the academic year.

The Human Resources Team are responsible for monitoring working arrangements to ensure reasonableness within each team. Human Resources are also responsible for ensuring that Line Managers and Heads of Department understand the possibility of flexibilities and needs of their services, and have the tools to have conversations with their teams about these informal arrangements. Longer term or permanent arrangements will be managed under the Flexible Working Procedure.

## **How to Use these Principles?**

As a general rule, staff are expected to work from campus as required in their role, and as a minimum 60% of their weekly contractual time (and in many cases, a more appropriate level may be 80% or 100%) is expected to be on-site. Flexibility to choose to work at home will be dependent on key projects, peaks and troughs in the academic year, and other duties that may require work on campus. Managers are responsible for ensuring that there are adequate levels of staffing across the working week to ensure student's needs are met. These principles do not, however, form part of the contract of employment, and the University buildings are the place of work for all employees. Any member of staff may be required to attend campus for any reason without prior notice if there is a need for them to do so even if there is an informal agreement in place under these principles. This might be for a specific task, event or during a period of performance management. If these principles are not adhered to, then the option of homeworking may be withdrawn with immediate effect, and the matter may be formally investigated.

Academic staff will be expected to teach in-person on campus according to their timetable.

Principles		Control	
Area	Considerations / Steps / What's in place	Manager	Team/Individual
1. Role	<ul style="list-style-type: none"> <li>Identify the role - some departments /roles will have less or no flexibility to choose to work at home due to the nature of the role (e.g. Estates/Facilities, Workshops).</li> <li>Consider elements that could be completed from home - look at the job description and ongoing team projects/commitments, including pressures at different stages of the Academic year.</li> </ul>	A minimum of 60% (and in some cases 80% or more) of weekly contractual time in the office based on the needs of the role. On campus teaching agreement in line with agreed timetables. On campus support available.	Agree duties that can be done from home versus duties that require time on campus. Understand that expectations from line management over what duties can be completed from home is final.
2. Working Patterns and environment	<ul style="list-style-type: none"> <li>Working days.</li> <li>Number of days on campus/working from home.</li> <li>Boundaries - if homeworking is approved then the staff member should be available to work and contactable during agreed working times. There should not be distractions from childcare (including being unavailable during the working day to collect children) as homeworking is not a substitute for other childcare arrangements.</li> <li>Sickness management - absence policies still apply.</li> <li>Physical environment at home: it is the member of staff' responsibility to ensure they have a suitable working space if they choose to work at home. Cameras should be on, work from a quiet space, well-lit and free from distractions etc.</li> </ul>	<p>To agree a working pattern with your line manager so that they can determine who is in the building at any time.</p> <p>Ensure staff available across the working week.</p>	To work on campus when required.
3. Technical Support	<ul style="list-style-type: none"> <li>Staff are responsible for connectivity from home (sufficient broadband capability).</li> <li>Consider whether resources can be made available (see provision of resources above).</li> </ul>	Consult with IT as to whether the available resources and online tools are suited to the work proposed.	Staff to ensure good working environment/ connectivity/as required for their job role
4. Communication and Support	<ul style="list-style-type: none"> <li>Meetings and catch ups.</li> <li>Networking.</li> </ul>	Team meetings. One-to-ones.	To be available etc. Participate.

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	<ul style="list-style-type: none"> <li>Wellbeing.</li> <li>Availability - clearly signpost availability when at home, MS Teams, letting team know when you're taking a break and online/offline. Checking and responding to emails.</li> <li>Informal learning and communication.</li> </ul>		Camera/microphone.
5. Change and Flexibility	<ul style="list-style-type: none"> <li>Staff need to be flexible around their arrangements based on the needs of the role; and as such any agreement under these principles may vary on a weekly basis.</li> </ul>	Communicate changes to all staff impacted. Be transparent about requirement to amend someone's agreement	Flexibility dependent on academic schedule (e.g. UCAS deadline, results day etc). Be responsive to change in pattern due to job demands.
6. Health and Safety	<ul style="list-style-type: none"> <li>DSE - home and office.</li> <li>Lone working in building.</li> <li>Covid-19 future changes.</li> </ul>	Direct staff to Human Resources if staff have a related query.	Employees are required to complete a DSE form for homeworking if they choose to work at home and return it to HR for review within 14 calendar days. If the review indicates that the environment is not suitable or a DSE assessment is not completed within the timeframe then homeworking will not be permitted.
7. Wellbeing	<ul style="list-style-type: none"> <li>Ensure patterns of work under this arrangement do not negatively impact staff mental health and wellbeing.</li> </ul>	Regular 1-1 meetings. Check with staff that their working pattern suits them. Direct staff to EAP.	Staff to discuss any concerns with their line manager.

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		MHFA. Flexible Working. Stress At Work Guidelines.	Reach out to a Human Resources Advisor for support.