**UNIVERSITY OF MANCHESTER**

**Faculty of Humanities – Faculty Office**

**Home working guidance for Managers and Staff**

**(Ad Hoc Home Working)**

**August 2016**

As stated in its Flexible Working Policy, the University recognises that flexible working such as home working can provide benefits to both the employee and the University, and aims to support staff where possible/practical to manage the balance between work and home life.

**Guidelines for Managers on Ad hoc Working from Home**

1. The University is the normal place of work for all members of staff. However, there may be occasions, on an ad hoc basis, where you will agree to a member of staff working from home. This would normally be to enable staff to work more effectively on a particular piece of work where concentration is important and to avoid the interruptions that are part of the office environment.

It may, more unusually, be to support staff with a problem attending (such as a transport problem), as long as they will actually be able to work productively for the duration of the normal working day. Therefore, it should not be used for staff who need to provide childcare during the working day.

1. You must always ensure that the absence of the member of staff working from home will not have a detrimental impact on their work colleagues and the overall effective running of the office in which they work.
2. Any arrangements for working from home must be discussed and agreed in advance on each separate occasion and authorised with the appropriate manager, (for example, Director of Faculty Operations, Head of School Administration, Head of Faculty Function). You should explain the conditions set out below to the member of staff and agree clear work objectives and measurable deliverables.
3. Working from home should not be agreed where there are Office, School/Faculty/Directorate or University meetings which should take precedence. In order to ensure that there is adequate cover in the office working from home should not normally be agreed for more than one consecutive day.
4. Where there is unforeseen absence of other office staff, or a change in circumstances or operational requirements, you may postpone any working from home arrangements. If this occurs on the day on which a member of staff is working from home, and the running of the office may be compromised, you retain the right to contact the member of staff to come into work.
5. Any requests to formalise working from home on a more regular/permanent basis should be submitted for consideration under the University’s “Flexible Working Policy & Procedures”. No formal agreement should be sought or given to such arrangements outside of this formal process.

**Conditions for staff:**

1. When working from home you must be available and contactable during your normal working hours by your office colleagues. You should circulate a contact telephone number to members of the Office; it will not be divulged outside the office without your permission.
2. To ensure that members of staff outside your office can still contact you if they need to, you should ensure you have set up your work voicemail and diverted your calls to it, in advance. Throughout the day you should periodically check your voicemail remotely by dialling 0161 275 0101. Email Out of Offices replies should be set up, if appropriate.
3. If you are ill on a day when working from home had been agreed, or need to take leave, the normal absence notification / recording and holiday approval arrangements must be followed.
4. You should ensure that your working environment at home complies with the health and safety guidelines that would apply at work. This document should therefore be read in conjunction with the “*Guidance on Homeworking*” provided by the University’s Safety Services <http://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/home_working/> and you should complete the self-assessment checklist and agree this with the appropriate line manager.
5. You need to ensure the security of work at home, including the security and confidentiality of University equipment and information.
6. The University is unable to meet any out-of-pocket expenses incurred as a result of working from home.
7. These guidelines cover occasional working from home. For the purposes of satisfying the term "occasional", working from home should only be agreed on an *ad hoc* rather than regular basis, with each instance subject to separate approval. This document should not be construed as conferring any automatic entitlement to work from home.

**UNIVERSITY OF MANCHESTER**

**Faculty of Humanities – Faculty Office**

**Home working guidance for Managers and Staff**

**(Agreed Home Working)**

**August 2016**

As stated in its Flexible Working Policy, the University recognises that flexible working such as home working can provide benefits to both the employee and the University, and aims to support staff where possible/practical to manage the balance between work and home life.

**Guidelines for Managers for agreed Home Working**

1. The University is the normal place of work for all members of staff. However, it might be reasonable, through a Flexible Working Request, to agree to a member of staff working from home. This would normally be to enable staff to work more effectively, or to meet the advice provided by Occupational Health.

The home working element of any “Flexible Working Policy & Procedures” agreement should be for a fixed period of no more than 12 months and subject to regular review, taking in to consideration operational and staffing needs.

1. In considering a Flexible Working Request, which includes home working, you must always ensure that the absence of the member of staff working from home will not have a detrimental impact on their work colleagues and the overall effective running of the office in which they work.
2. Any arrangements for working from home must be discussed and agreed in advance of the flexible working agreement being formalised and any agreed change(s) should be subject to a suitable trial period of at least 3 months. You should explain and confirm in writing the conditions set out below to the member of staff and agree clear work objectives and measurable deliverables.
3. Working from home should not be agreed where there are Office, School/Faculty/Directorate or University meetings which should take precedence. In order to ensure that there is adequate cover in the office working from home should not normally be agreed for more than one consecutive day.
4. Where there is unforeseen absence of other office staff, or a change in circumstances or operational requirements, you may postpone any working from home arrangements. If this occurs on the day on which a member of staff is working from home, and the running of the office may be compromised, you retain the right to contact the member of staff to come into work.

**Conditions for staff**:

1. When working from home you must be available and contactable during your normal working hours by your office colleagues. You should circulate a contact telephone number to members of the Office; it will not be divulged outside the office without your permission.
2. To ensure that members of staff outside your office can still contact you if they need to, you should ensure you have set up your work voicemail and diverted your calls to it, in advance. Throughout the day you should periodically check your voicemail remotely by dialling 0161 275 0101. Email Out of Offices replies should be set up, if appropriate.
3. You should utilise UoM IT equipment (either laptop or desktop) and adhere to UoM IT Policies and Procedures. You should also ensure you have appropriate broadband connectivity, and network access appropriate for your role.
4. If you are ill on a day when working from home had been agreed, or need to take leave, the normal absence notification / recording and holiday approval arrangements must be followed.
5. You should ensure that your working environment at home complies with the health and safety guidelines that would apply at work. This document should therefore be read in conjunction with the ’Guidance on Homeworking' provided by the University’s Safety Services http://www.healthandsafety.manchester.ac.uk/toolkits/work\_off\_campus/home\_working/ and you should complete the self-assessment checklist and agree this with the appropriate line manager.
6. Work place assessments may be required to ensure the wellbeing of and /or safety confederations for employees. These could be carried out with your line manager and / or a representative from Health and Safety, HR, Occupational Health or DAS as appropriate. Work place assessments may be followed up on an agreed schedule, or on an ad hoc basis, to ensure compliance and the general wellbeing of home workers.
7. You need to ensure the security of work at home, including the security and confidentiality of University equipment and information.
8. The University is unable to meet any out-of-pocket expenses incurred as a result of working from home.