

## How to.... manage occasional homeworking

Many staff are required to attend University premises to do their job. There may be occasions where it is mutually beneficial for some members of staff to work from home. This can include helping our people to achieve a positive balance between work and home, attract job applicants that wish to undertake some homeworking, as well as our strategic aim of sustainability.

Occasional homeworking refers to employees who work from home on an infrequent or ad hoc basis, such as one day per week. If you have a member of staff who wants to work occasionally from home, ensure that they are aware of these principles.

- Permission to work from home on an occasional basis assumes that the member of staff is able to fulfill their duties from home and is at the discretion of the manager.
- Homeworking will not be suitable for some roles.
- University operational needs must always take priority, and members of staff will be expected to attend University premises where their role requires them to do so.
- Permission for occasional homeworking will not amount to a contractual right or variation unless the individual has made a formal request through the Flexible Working Policy.
- The University will not provide specific equipment for occasional homeworking and does not contribute to utility costs.
- Staff should have an appropriate and safe workplace, for example, a suitable desk, chair and monitor.
- Staff must be contactable throughout their agreed working hours.
- Any University equipment or documentation taken home for the purposes of occasional homeworking must not be used by or shared with non-University employees.
- When working from home, staff should adhere to their normal or agreed working hours and ensure that they take their usual rest breaks.
- When working from home staff should not also be providing care for a child.
- Where an employee wishes to work from home on a more regular basis, a request should be made via the Flexible Working Policy.