# Hybrid Working at the University of Manchester: Principles

Hybrid working across the Professional Services is being trialled between June 2021 and August 2022.

More information on other forms of flexible working is available in the University’s [Flexible Working Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9).

## Eligibility for hybrid working

Before colleagues can be considered for hybrid working their role must meet these criteria:

* Their work does not exclusively require face-to-face contact/a physical presence on campus. Where roles require extensive or exclusive physical presence (such as Food on Campus colleagues or hygiene staff) hybrid working will not be an option, however other forms of flexible working may be considered.
* They can meet the obligations and responsibilities set out in this principles document.
* Staff are able to communicate and collaborate effectively with their team and manager whilst working remotely. Further details are in the Remote Working Environment section of this document.
* The role meets the definitions of one of the hybrid category types (detailed below).

Where hybrid working is agreed it will not be unreasonably withdrawn. Circumstances where hybrid working arrangements may be withdrawn include:

* Where an individual is not meeting acceptable performance standards.
* Where the employee is failing to meet the obligations set out in this document.
* Where there has been an identifiable operational impact of hybrid working arrangements including (but not limited to) a reduced student experience or poor team working.
* Where the individual’s role changes such that hybrid working is no longer suitable.

## Hybrid categories

Agreeing which category of hybrid working a role falls into will not result in any contractual changes or changes to a colleagues terms and conditions of employment.

Category 1: Predominantly campus-based

The role needs to be carried out predominantly on campus (approximately 80-90% of the time) but is suitable for occasional remote working which would not normally exceed one day per week. Depending on the role requirements this may include working remotely on a rota basis shared with other colleagues.

Category 2: 50/50

The role is suitable for an even mixture of campus and remote work. Typically this will involve working two or three days a week on campus and the remainder remotely (for a full-time member of staff). Depending on the nature of the work, this may involve working remotely on a rota basis shared with other colleagues, or a pattern where all team members work on campus/remotely on the same days.

Category 3: Predominantly remote

The role is suitable for up to approximately 80% remote working. The nature of the work undertaken means that the individual is able to effectively undertake a significant amount of their duties remotely. These roles may be those which are not part of a wider team, do not require significant collaboration/face-to-face interaction with others (students or staff) or which can be undertaken without detriment by working remotely.

Category 4: Variable hybrid

The nature of the role requires a significant presence on campus at certain times of the academic year e.g. during admissions and registration, graduation (similar to category 1) but at other times of the year can be undertaken from home (similar to categories 2 and 3). This could also include alternating weeks/periods on campus with other team members.

If a member of staff wishes to apply for permanent (100%) remote working they should do so via a formal flexible working request under the University’s [Flexible Working Policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9). This will be considered in accordance with all operational requirements.

## Policies and procedures

Colleagues undertaking hybrid work are still subject to all the usual University policies, procedures and standards. Contractual obligations set out in the individual’s Contract of Employment also continue to apply. In particular members of staff:

* Must continue to adhere to the University [Sickness Absence Policy and Procedures](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14) including sickness absence reporting procedures.
* Are required to comply with all data protection and information obligations; this must include ensuring that no unauthorised person has access to University systems or data. Information on information governance and date protection is available [here](https://www.staffnet.manchester.ac.uk/igo/).
* Must continue to adhere to all policies relating to [acceptable use of IT facilities and services](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=16277) and standard operating procedures.

## Remote working environment

It is the responsibility of the member of staff to ensure that, when not working on campus, they have a suitable environment in which to work. This should take into account health and safety and confidentiality and information security requirements.

* Staff should not be undertaking caring responsibilities whilst working remotely and must have adequate childcare arrangements in place. Staff are responsible for assessing their own childcare needs and ensuring that they are able to fully undertake their duties. Where a member of staff has temporary childcare issues they should use the University’s [Special Leave policy](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=32).
* Staff are responsible for ensuring that they have a good quality, reliable internet connection when working remotely to enable them to carry out their duties.
* Wherever possible staff should have a dedicated workspace when working remotely with appropriate space, lighting and equipment to enable safe and comfortable working, in accordance with University’s [guidance on homeworking](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=19794) and [Display Screen Equipment assessments](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=32676).
* Members of staff are responsible for assessing the personal implications of regular remote working, including with their mortgage provider, landlord or insurer if they are working from home. The University will not be responsible for any additional costs that this may incur.
* Under no circumstances should staff who are working remotely hold face-to-face meetings in their own home or provide their home address to third parties for work purposes. Staff are also discouraged from sharing their personal contact information and should use University IT equipment for work communication.
* Colleagues are responsible for providing appropriate and sufficient equipment for working remotely such as a desk or chair. The University is not responsible for the provision, maintenance, replacement, or repair of any personal equipment. The University may fund small items of equipment up to £50 and the University Furniture Store has a selection of desks and chairs available. Further information is available on StaffNet [here](https://www.staffnet.manchester.ac.uk/coronavirus/faqs/working-from-home/#gen1).
* Staff are expected to take reasonable care of equipment provided by the University for remote working purposes. Any equipment provided by the University must be returned if requested.
* Staff are not permitted to work remotely outside of the UK unless specifically agree in accordance with University guidance on [staff working abroad](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=33258).

## Obligations of hybrid workers

Colleagues who carry out hybrid working will still be required to attend their contractual place of work on a basis agreed between the individual and their line manager.

* Hybrid workers must make every effort to keep in touch with their team including using relevant technology and equipment.
* Hybrid workers are expected to comply with local/team rules for hybrid working such as attending team meetings or core working hours. These are likely to vary from team to team across the University.
* Hybrid workers must ensure they are available and accessible whilst working remotely. This may include sharing calendars or agreeing methods for contact/signalling availability.
* Hybrid workers are responsible for keeping themselves up to date with news, information and events at the University.
* Hybrid workers will maintain all necessary standards of performance and attendance.
* Hybrid workers must follow all relevant health and safety expectations whilst working from home.

## Responsibilities of managers

Managers are responsible for:

* Considering requests for hybrid working in accordance with these principles.
* Establishing effective communication and collaboration within a team with hybrid workers.
* Ensuring that staff who are working in a hybrid way are treated fairly in relation to performance review, reward and recognition and opportunities for promotion and development.
* Working with their teams to establish local principles for effective hybrid working. [Guidance](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=55081) is available to help support this conversation.
* When working in a hybrid way themselves, ensure that they are on campus regularly enough to provide full management support to their teams.

## Costs and expenses

The University will not make financial contributions for normal household expenditure such as heating, lighting and broadband costs for hybrid workers. Hybrid working is optional and staff may opt not to undertake it and remain working at their contractual place of work.

Hybrid workers remain responsible for costs associated with travelling to and from their contractual place of work in all circumstances.

Members of staff may, depending on their personal circumstances, be eligible to claim tax relief for working remotely: [HMRC-Claiming Income Tax Relief](https://www.gov.uk/guidance/claim-income-tax-relief-for-your-employment-expenses-p87).

## Additional Information

[Managers’ Toolkit](https://spark.adobe.com/page/DHv74W9G31g7R/)