



Teleworking

1. Purpose

To define the University's policy on teleworking.

2. Scope

Teleworking in the University context is defined as working a portion of contracted hours in the University and a portion at home.

2.1 Eligibility

- i. All full time or part-time permanent or contract of indefinite duration staff with a minimum of one year's University service completed and all staff with a contract duration of more than 3 years (with one year's service completed) are eligible to apply for this scheme.
- ii. The type of work carried out by the staff member must be suitable for execution outside the campus environment. This will be assessed – see below.
- iii. All arrangements are at the discretion of the Faculty Dean/Divisional Chief Officer and Head of School/Head of Administrative and Services Area and the University. Not all jobs may be suitable for working from the home environment.
- iv. The following are examples of some the factors which will be taken into consideration in the assessment of an application for teleworking:
 - Nature of the work.

- Suitability of staff member/ assessment of time and attendance and commitment of staff member, ability to self-motivate and work on own initiative.
- Loss of expertise in the workplace, need for attendance in the office/ work environment.
- Costs involved e.g. specialised equipment, installation and ongoing costs.

2.2 Nature of Arrangements

2.2.1 Duration of Contract

- i. The maximum duration of a teleworking arrangement will be one year.
- ii. The teleworking arrangement may be renewed at the discretion of the Faculty Dean/Divisional Chief Officer and Head of School/Head of Administrative and Services Area and the University for further periods if it is considered feasible within the Faculty/School or Division/Administrative and Services Area.
- iii. The University reserves the right to revert to the normal pattern of attendance subject to appropriate notice.

2.2.2 Hours of Work

- i. Staff must have a minimum of one-day full attendance in the University week.
- ii. Staff must be available by telephone/ email for fixed contact hours during the working day. Ideally this means that staff would work a normal routine in the home environment. However this would not preclude routine work being carried out outside normal University working hours.
- iii. Quality of work must be maintained and adherence to University deadlines must be a priority.

2.2.3 Contractual Arrangements

- i. The contract of employment will be amended to reflect the change in venue for employment purposes.
- ii. The changes as set out in (i) above, will not affect a staff member's rights, general conditions of employment and benefits e.g. pensions, sick leave entitlements and access to other schemes.

2.2.4 Physical arrangements and bill payments

These will be set out as an addendum to the contract of employment and will include for example, description of equipment held at premises, schedule of bills to be paid by the individual and the University. Schools/ Administrative and Services Areas will pay setup costs, telephone and internet charges. Schools/ Administrative and Services Areas will be advised annually of their commitment to the costs. Staff members will pay heat and light costs.

2.2.5 Security of Information and Data

Staff must ensure that all data held by them at their premises must be kept in the strictest of confidence and measures should be taken to ensure that no unauthorised person can access information. For example, a locked cabinet could be provided, computer files must be password protected. Information Systems Service will provide a mechanism for connecting securely to University databases where feasible. The costs incurred for the purchase of specialist hardware and software will be borne by the School/ Administrative and Services Area.

2.2.6 Health and Safety Assessment

- i. A full health and safety assessment must be carried out in advance of any agreed arrangements being validated. This should be carried out by the University's Safety Officer or a person designated as suitably qualified by the Safety Officer. Any recommendations made by the Safety Officer should be implemented prior to the starting of the scheme.
- ii. It is the individual staff member's responsibility to ensure that they do not place themselves or others at risk and to comply with the University's policies and guidance on health and safety.

2.2.7 Occupational Health

A staff member wishing to participate in the scheme must attend for an occupational health assessment in advance of the arrangement being ratified. This will be organised via Human Resources, in the University's Occupational Health Clinic.

2.2.8 Insurance

Staff on teleworking arrangements are included in the University's Employers Liability Insurance Policy.

2.2.9 Review Mechanism

Throughout the duration of the scheme, there will be periodic reviews.

2.2.10 Career Development and other Training Issues

It is recommended that staff attend a staff development training course on time management in advance or within the first six months of participating in the scheme.

3. Procedure

- i. Staff must consult with their Head of School/Head of Administrative & Services Area and Staff Relations, Human Resources to assess the feasibility of teleworking arrangements.
- ii. Health and safety assessments, and occupational health assessments must be completed, and the assessment forms returned to Human Resources, prior to any agreement being approved.
- iii. The School/Administrative & Services Area should notify the Director of Buildings Office of the arrangements for insurance purposes.
- iv. The Nature of the Arrangements under 2 above should be finalised prior to approval.
- v. Application should be made by the Head of School/Head of Administrative & Service Area on the relevant form to Human Resources.
- vi. Following the completion of (i) – (v) above, an amended contract will be issued by Human Resources prior to the starting of the arrangement. This should be signed and returned to Human Resources.

4. Pay and Other Matters

Salary will be paid as normal to staff members e.g. by direct credit to their bank account, monthly or weekly as appropriate.
