

Interim Hybrid Working Policy

POLICY COVERSHEET

# Key Details

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| **POLICY TITLE** | Interim Hybrid Working Policy – for University Pilot of Hybrid Working |
| **DATE APPROVED** | 2nd February 2022 |
| **APPROVING BODY** | Management Board |
| **VERSION** | 1 |
| **PREVIOUS REVIEW DATES** | N/A |
| **NEXT REVIEW DATE** | July 2022 |
| **OUTCOME OF EQUALITY IMPACT ASSESSMENT** | *An equality impact assessment has been completed and identified no significant risks.* |
| **RELATED POLICIES / PROCEDURES / GUIDANCE** | Hybrid Working Guidance for Managers  Hybrid Working Manager FAQs  Hybrid Working Staff FAQs  Statutory Right to Request Flexible Working  Leave of Absence Guidelines |
| **IMPLEMENTATION DATE** | 1st March 2022 |
| **POLICY OWNER (JOB TITLE)** | Director of People Services |
| **UNIT / SERVICE** | People Services |
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# Version Control

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| --- | --- | --- |
| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1.0 | 2nd February 2022 | First version |

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg** / This document is also available in Welsh

# Policy Hub

## For further information on policies:

1. You can go to the Secretariat pages [on InSite](https://outlookuwicac.sharepoint.com/sites/Secretariat).
2. You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](https://www.cardiffmet.ac.uk/about/policyhub); or
3. Contact [policies@cardiffmet.ac.uk](mailto:policies@cardiffmet.ac.uk).

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# Policy Summary

This policy provides guiding principles as we test and try Hybrid Working.

This policy should be read in conjunction with:

[Hybrid Working Guidance for Managers](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Hybrid%20Working/Hybrid-Managers-Guidance.aspx), [Hybrid Working Manager FAQs](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Hybrid%20Working/Hybrid-Managers-Guidance.aspx#frequently-asked-questions), [Hybrid Working Staff FAQs](https://outlookuwicac.sharepoint.com/sites/PeopleServices/SitePages/Hybrid%20Working/Hybrid-Working-Staff-FAQs.aspx).

# Introduction

## During the COVID-19 Pandemic our staff have, out of necessity, had to adopt a remote working approach. This has proved to be beneficial to both staff and the University, as such we wish to continue this practice in future by adopting a hybrid approach to working, initially on a “test and try” basis.

## This “test and try” approach to hybrid working will explore what will work best to achieve the high performance required to deliver our ambitions in line with our new Strategic Plan 2022-2030 and will provide an opportunity to assess the effectiveness of the policy, the impact on service delivery and performance, and any adjustments that might be necessary to support new ways of working in the future.

## This policy and associated guidance will support the University to test this approach by providing principles which will remain in place until the new Strategic Plan comes into effect and will be reviewed as we continue to see what works.

# Purpose

## The purpose of this policy is to provide guiding principles to support hybrid working in an effective way which supports excellent performance, delivers Cardiff Met’s strategic objectives, and supports the health and wellbeing of colleagues.

# Definitions

## This organisational policy has been written to inform a pilot of hybrid working for eligible post holders. As people use the following terms synonymously, we have provided definitions of Hybrid working and Flexible working.

## **Hybrid working** is a combination of working remotely (often this is at home) and on campus. Hybrid working is not a contractual right and there will be no contractual changes.

## **Flexible Working** is a permanent agreement between an employee and employer. You have the statutory right to request a permanent change to your working pattern, such as the hours you work after working 26 weeks for the University. For more information on how to request flexible working arrangements, please see section 11.

## This organisational policy has been written to inform hybrid working.

# Scope

## Not all roles are suitable for hybrid working because some have a critical role on campus providing essential frontline student services, operations, or supporting the University’s infrastructure. Line managers will decide which roles are suitable for hybrid working based upon the role requirements and how effective the role has been, when carried out remotely or in a hybrid way during the pandemic.

## All other roles are suitable for hybrid working, however, the specific working arrangements will be agreed locally and driven by the nature of the role and the needs of the University. For example, arrangements for academic colleagues will consider the need for a strong campus presence.

# Principles

## The underlying principle that guides us is that students are provided with a first-class learning experience within a vibrant learning and research environment. This requires high levels of service delivery and performance from us all. Hybrid working, therefore, must always support this underlying principle.

## The University contract of employment currently states where staff are required to work and that colleagues may be asked, subject to service requirements, to carry out part of their duties at another Cardiff Met location. No changes have been made to these contractual conditions.

## All roles, teams and circumstances are different. Working arrangements and patterns will continue to be agreed at a School or Directorate level.

## Hybrid working arrangements will be kept under review to ensure the integrity of teaching and learning (including scheduling), research, and Professional Serviceoperations.

## The University reserves the right to withdraw hybrid working in circumstances where there is a detrimental impact on the University’s performance and/or upon its students and colleagues or if a role changes such that hybrid working is no longer suitable.

## Contractually, Cardiff Met colleagues are required to reside and undertake their duties in the UK but in exceptional circumstances Cardiff Met may accommodate requests to work remotely while overseas. For more information, please refer to [Cardiff Met’s Statement on Working Overseas.](https://outlookuwicac.sharepoint.com/:w:/r/sites/PeopleServices/_layouts/15/Doc.aspx?sourcedoc=%7B0F88661E-F7DF-4D12-AFDE-00F75491E4D5%7D&file=Statement%20-%20Overseas%20working%20Dec%202021.docx&action=default&mobileredirect=true)

# Responsibilities of Hybrid Workers and Line Managers

## Hybrid workers need to:

### Continue to be flexible and attend campus when required, to ensure integrity of our key services to staff and students.

### Ensure they have a secure and reliable internet connection when working remotely.

### Be transparent about how and where they work.

### Keep their digital skills up to date and relevant. Support and advice on digital skills is available through Information Services [link].

### Actively ensure that the way they are working supports their physical, mental, and emotional health.

### Continue to report sickness absence and special leave in accordance with relevant University policies.

## Line managers need to:

### Ensure they continue to manage performance and conduct. Managers have the right to request that colleagues change their working arrangements should performance or conduct be negatively affected by hybrid working.

### Ensure they continue to monitor the impact of hybrid working on equality.

### There may be times when team members are required to come on to campus at short notice, in these circumstances, line managers are asked to provide as much advance warning as possible.

# Health, Safety and Wellbeing

## Hybrid workers will need to follow the [Display Screen Equipment (DSE) guidance](https://outlookuwicac.sharepoint.com/sites/health-safety/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fhealth-safety%2FShared%20Documents%2FDSE%2FDSE%20guidence.pdf&parent=%2Fsites%2Fhealth-safety%2FShared%20Documents%2FDSE&p=true) and regularly review this using the DSE Workstation Self-assessment. If you require additional equipment to provide a safe and suitable workstation, you should liaise with your line manager. Advice is also available from the Health and Safety team.

## Whilst working from home you must take responsibility for your own health and safety and that of anyone else who is affected by your work (for example others in your household when you are working from home). In particular avoid trip/slip hazards, electrical equipment should be checked prior to use for damage and university equipment needs to be PAT tested at specific intervals. Please speak to your line manager if you have any queries about PAT testing of university equipment.

## Due to the remote working element of hybrid working, hybrid workers will need to take responsibility to ensure they are having "downtime" from work, including breaks from the screen to avoid digital overload. To help maintain wellbeing, adequate rest breaks should be taken.

## Notify your line manager if:

### You feel any discomfort due to working remotely (such as back pain); or

### You believe that there are any work-related health and safety hazards;

### Any work-related accidents occur in your home.

## Your line manager will take relevant action and may seek advice from the Health and Safety team.

# Equipment

## Each School or Professional Service has responsibility for any additional equipment required by colleagues, wherever they are working if this has been identified as needed through a DSE risk assessment or Occupational Health assessment.

## The University reserves the right to decline hybrid working in situations where it considers the equipment requirements to be unreasonable. In such circumstances, the colleague would be required to work at an appropriate workstation on campus.

## All colleagues need to take reasonable steps to safeguard any University equipment which is taken off campus and must return it if requested to do so. The equipment will always remain the property of the University.

# Expenses

## The University will not provide any additional financial assistance for colleagues to work remotely.

## While working remotely colleagues are responsible for the normal costs associated with their place of residence (e.g., heating, lighting and broadband and any home insurance to cover loss or damage to personal property in use whilst you undertake work duties). Cardiff Met will not pay expenses for household running costs when you work from home.

## You are advised to check with your home insurer, mortgage provider or landlord that there are no issues with you working from home.

# Data Protection

## When working remotely, you are responsible for keeping information associated with the University secure at all times.

## Specifically, remote workers are under a duty to:

### Practise good computer security, including using a unique password for any devices you use for work and ensure that devices are locked when left unattended for any period of time whether they are personally owned or the property of the University.

### Keep all hard copies of confidential work-related documentation secure and in line with Cardiff Met’s regulations on information storage, including keeping documents locked away at all times except when in use; and

### Ensure that work-related information is safeguarded when working in public spaces, for example by:

### positioning your laptop so that others cannot see the screen.

### not leaving your laptop unattended; and

### not having confidential/business-sensitive conversations in public spaces.

## In addition, the laptop and other equipment provided by the University must not be used in any way which contravenes the University’s IT Acceptable Use Policy.

# Requesting Flexible Working

## While the University aims to provide flexibility over how and where to work where possible, this is dependent on making sure that our services and students come first. We advise colleagues not to make any significant long-term decisions based upon hybrid working (for example moving a significant distance from the campus or eliminating transport options).

## This policy focuses on how the University operates hybrid working, but there are many other forms of flexible working. If you have 26 weeks' service with us, you retain the right to make a formal request for flexible working, whether or not hybrid working is available for your role.

## Examples of other types of flexible working that can be requested are reducing the number of hours that you are working; changing your start and finish times; or compressing your working hours into fewer days.

## If you would like to request another form of flexible working you can make a formal request under the University’s [Statutory Right to Request Flexible Working.](https://outlookuwicac.sharepoint.com/:w:/s/PeopleServices/EV_n-LzfkOxIm2HuGhTo9YMBl91WQWF97-xjcXYWF6WIgw?e=cgXi4q)

# Related Policies and Procedures

## Data Protection Policy

## Grievance Policy and Procedure

## Information Security Policy

## IT Acceptable Use Policy

## Statutory Right to Request Flexible Working.

# Policy Revision

## The People Services Department will proactively advise on and support the application of this policy.

## To ensure it is relevant and effective, this policy will be reviewed as the University continues to test and try hybrid working.