Appendix J: Temporary Homeworking Policy

1. All staff guidance

1.1 In response to the current Covid-19 pandemic and Government Guidelines, employees may find themselves needing to work from home, either on a part-time or full-time basis, to allow teams to continue working as normal and maintain business operations. At this stage, we are unable to determine how long this may be required.

1.2 To assist, we have set out a basic Temporary Homeworking Policy. This policy may be updated or replaced in accordance with guidance and business need. This will not become an ongoing expectation of our employees, nor will it form part of your contract of employment or permanent variation to your place of work. All other guidelines, policies and procedures will continue to apply in the normal way.

2. What is temporary homeworking?

2.1 Temporary homeworking means working from home in response to unusual or unexpected circumstances, such as the Covid-19 situation.

2.2 Homeworking does not entitle you to choose when and how you work. It simply means you are temporarily doing your job at home to the expected standard, while we all deal with the situation we find ourselves in.

2.3 Your contractual obligations, including your core working hours, continue to apply. Any changes or variation in working hours or patterns would need to be agreed with your line manager.

3. Considerations

3.1 When working from home, you are subject to the same rules, procedures and expected standard of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do workplace policies and procedures.

3.2 We want you to remain as involved as possible in UCQ and our activities while you are working from home.

3.3 If you cannot work because of illness or injury, you must follow the normal sickness absence procedures.

3.4 All business property and equipment used while homeworking remains the property of the business and can be recalled by the business at any time.

4. Communication

4.1 UCQ will communicate regularly with staff and students on health and safety issues associated to Covid-19.

4.2 We will keep in regular contact with you during your homeworking via Teams, phone, email and team meetings.

4.3   If you at any point feel isolated or lacking guidance or support you should discuss this immediately with your manager. It is very important that you discuss any concerns.

5.   Your homeworking environment

5.1   During these unprecedented times, we encourage employees working from home to have uninterrupted workspaces, although we appreciate this is not always possible. If you are concerned about your environment or disruptions when working from home, please discuss these with your line manager.

5.2   UCQ will provide you with the necessary equipment to undertake your role at home, including a laptop and mobile phone. If you feel you require any additional equipment, please discuss these with your line manager.

5.3   Consideration should be given on how to effectively work from home, including:

- The ability to work independently
- Time-management
- Self-motivation
- Self-discipline
- Scheduling start/end times
- Breaks away from your workstation during the day
- The ability to effectively communicate through technologies
- Ensuring a work/life balance – switching off at the end of the day and over the weekend.

5.4   Ensure you have an effective workspace, including:

- Separate space to work/room (where possible)
- Sufficient light – avoiding screen glare to minimise eye strain
- Appropriate seating, lumbar support and cushioning to comfortably sit at your workstation
- Correct screen height to minimise neck, back strain and head tilt
- Regular breaks, stretching and moving, to minimise aches and fatigue

6.   Health and Safety

6.1   Concerns

If you have any concerns relating to health and safety of Homeworking, please refer these to the Health and Safety Officer.

6.2   Risk Assessment

If this situation continues, UCQ may be required to undertake a periodic health and safety risk assessment of your homeworking, in addition to maintenance checks and electrical testing. You may be required to bring equipment into UCQ for testing.

Please continue to work in accordance with Government guidelines.

7.   Security, IT confidentiality and data protection

7.1   Policies and Procedures

You must adhere to all UCQ policies and procedures during any homeworking including, but not limited to:

- Safe use of IT
- Health and Safety
- Safeguarding and Prevent
- Data Protection

7.2   If you are using IT, you should ensure appropriate security and firewalls. Please liaise with the UCQ IT Manager at guy.parkin@ucq.ac.uk. Any immediate concerns should be raised with your line manager.

Please refer to HS-001 – Appendix I: Covid-19 Safety Advice, for further information.