



University of Exeter

Hybrid working policy

The University has developed a range of flexible working arrangements to support our ambition of becoming one of the world's leading universities. Through these arrangements, we aim to support our managers to deliver flexible services that meet the changing needs of our students and other customers, as well as assist our workforce to achieve a positive work- life balance.

Hybrid working, which is sometimes referred to as "blended working", is a form of flexible working that allows staff to split their time between attending the workplace and working remotely (typically from home). Hybrid working gives choice over deciding how, when and where staff work best in a way that balances the needs of the University, the team and the individual.

If the University has agreed that your working arrangements will be hybrid, this means that you will spend a proportion of your working time home-based and a proportion will be based at the University of Exeter Campus specified in your letter of appointment. The time split between home and campus will be agreed with your manager. This may vary from time to time according to the business needs of the University.

Purpose of policy

This policy (and associated toolkit guidance) is in place to ensure clarity about the hybrid working arrangements offered at the University and how these can be used. It outlines the expectations for employees whose work will be split between both home and campus.

Who does this apply to?

Hybrid working is available to roles where part of the role can be carried out off campus. The time spent off campus will be encouraged on a part time basis.

Staff within scope of this policy will have been identified by their manager based on the level of activity currently within their role. The type of working pattern will be dependent on service needs, role, flexibility requirements, and the suitability of the individual's remote working environment. The balance of time between working on campus and working at home may vary from week to week and over time according to the business needs of the University.

Hybrid working may also be supported where staff wish to work from home as a means to accommodate a disability, assist with mental health or for other personal reasons in agreement with their manager.

Hybrid working is not suitable for roles where duties need to be performed 100% on campus.

A hybrid working arrangement is subject to the ongoing agreement of the University and sometimes might need to be changed for business reasons. There may be cases where the continuation of hybrid working becomes inappropriate.

The University reserves the right, with consultation and reasonable notice to change an employee from one type of working arrangement to another (Hybrid to On-campus, etc) where there is a business reason. Where the University considers that it is necessary to bring an employee into a campus based environment from a hybrid working arrangement, your manager will discuss with you the reasons for the proposed change in working arrangements. Normally, 3 months' notice will be given, unless a shorter period is agreed.

The same process will be followed if an employee requests to return to on campus working. Any changes would need to be approved by the employee's manager and confirmed in writing by the University. Normally, you will return to the campus location stated in your contract. However, this may not always be possible, and a new campus location may be necessary. This will be discussed with you by your manager.

Principles

Using these flexible working arrangements, we aim to:

- Promote work taking place at the most effective locations, and at the most effective times, in accordance with the needs of our students, service delivery, the member of staff, their team and the wider University community.
- Adopt the use of functional space across university buildings, or remotely, enabling staff to work in an environment conducive to staff and the task they are completing, both individually, and as part of a team.
- Develop a culture of trust focused on measuring productivity, by our results and outcomes, rather than our physical presence.
- Meet the accessibility needs of all staff, regardless of location of work (e.g. on campus, remote and hybrid). These needs will be taken into consideration with regard to the Equality Act 2010 and the Health and Safety at Work Act 1974 to ensure staff can thrive in their working environment.
- Make the University an employer of choice, by utilising technology to deliver high quality, flexible working environments.
- Improve ways of achieving objectives, whilst being aware of and promoting staff positive mental and physical wellbeing and respecting their diverse needs and requirements.
- Ensure that all staff are safe, supported and connected regardless of their working pattern or work location.
- Reduce the University's impact on the environment by condensing its physical footprint, and increasing its environmental sustainability, by digitising paper-based activity, and reducing unnecessary commuting.
- Create opportunities for our community to come together in ways it may not have been able to previously, through integrated and collaborative partnerships across disciplines and functional areas.

Depending on the needs of individuals and also the requirement of their roles, different working patterns can be agreed. There will not be a one-size-fits-all approach, and some staff, due to the nature of their work, or arrangements agreed with their manager, will be on campus more or less than others.

Responsibilities

Everyone should be honest and open about hybrid working arrangements and share responsibility for making them work.

Leadership teams of Faculties and Services are responsible for reading the relevant guidance and making decisions about hybrid working based on the principles above.

Managers are responsible for thinking about how hybrid working in their team may help them to achieve their business objectives and manage space effectively. Requests to work in a hybrid way must be managed in line with the principles above and associated guidance; managers should encourage and support requests that have a positive or neutral impact on the University.

Staff who are hybrid working are responsible for reading the relevant guidance and for considering and discussing the impact on their colleagues, the service they provide and how any issues may be overcome. Staff who accept a hybrid working contract are expected to ensure that they have a safe and suitable environment in which to work. This includes:

- being able to comply with DSE requirements as set out on the University [Homeworking Information and Guidance SharePoint](#)

- being able to comply with any reasonable adjustments the University has approved
- being able to comply with wider health and safety at work act requirements

Human Resources is responsible for keeping the policy and guidance up to date, providing advice to managers and staff, recording and confirming arrangements as well as monitoring the overall uptake of hybrid working at the University.

Key areas

Working Hours and Keeping in Touch

- Hybrid working offers flexibility of when and where to work. Whilst working at home, you should be contactable during your agreed working hours. You should agree with your line manager the appropriate method of communication (e.g., telephone, email, Teams). We trust you to manage your own time and make sure you do the hours you are contracted to do.
- To meet the business and operational needs of the University, you may be required, with reasonable notice, to physically attend your University work location – for example, to collaborate or attend training or carry out other aspects of your role that cannot be completed at home. You may also be requested to attend work/training and/or meetings at other locations.
- Hybrid working should not result in extra work for other members of the team or compromise the objectives of your team.
- You will not be entitled to any overpayments or overtime if you choose to work unsociable hours or more hours than you are contracted to do unless this is specifically agreed in advance with your manager.
- It is not appropriate to combine homeworking with dependent care and homeworking is not an alternative to paid dependent care. You must not plan to have sole responsibility for a child or other dependant during your working hours.

Equipment and Environment

- You should advise your landlord or mortgage provider and your buildings and contents insurer that some of your employment will be based at your home. Although this does not usually result in a change in costs, the University will not be responsible for any additional costs incurred as a result.
- You are covered by the University's insurance policy for employers' liability and personal accident in the same way as campus-based employees.
- You will be provided with the appropriate IT equipment and technology (including hardware and software) to effectively complete your work. Please see the IT equipment standards of [recommended IT equipment for colleagues](#). Hybrid employees are to use this equipment for business purposes only and are expected to take appropriate steps to keep this equipment safe.
- You are expected to have a suitable and safe working environment that is compliant with DSE regulations. Exceptionally furniture may be provided by the University to enable hybrid working, in cases where this is not possible on-campus working will be facilitated.
- Where the provision of furniture (i.e. desk/chair) is recommended by the Health and Safety team, provision should be considered in the following priority order:
 - Repurposing furniture from campus from within the Directorate's work areas.
 - Providing furniture from general University stock.
 - Alternatively, the desk and/or chair should be ordered through the University's approved supplier.
- It is not permissible for the employee to purchase their own furniture and recharge the cost to the University even if the cost is less than that of the University's approved supplier.

- Arrangements will be made for specialist IT equipment (e.g. mouse, keyboard) required to meet DSE requirements to be delivered to the employee's home address. Ideally, this should be ready for the employee's first day of employment with their standard IT equipment. Any equipment supplied by the University will remain the property of the University and must be returned when your employment or hybrid working arrangement comes to an end.
- Employees who live in radon affected areas are strongly encouraged to undertake home radon testing. For more information, please see the [HSE guidance](#).
- Employees are responsible for having a safe working environment while working at home, this will include safety areas such as having appropriate gas safety checks, reducing the impacts of slips, trip and falls, having safe electrics (regular visual checks), working smoke alarms etc. Additional information on these requirements can be found at on the [Health and Safety Hub](#).

Health and Safety for Hybrid Workers

- As part of the onboarding process, it is important that you discuss your homeworking environment with your manager so that they can be assured that you are safe and healthy while working from home. This will also provide you with the opportunity to raise any concerns and/or any reasonable adjustments that may be needed to facilitate homeworking.
- When you are setting up your homeworking arrangements, please ensure you have read the [Display Screen Equipment Guidance](#) The guidance will take you through a workstation self assessment to help you make sure that your place of work is safe, supportive, free from risk and that any access to confidential information or data is treated with care.
- Workplace health and safety law applies whilst working from home and the University has the same legal duty to protect your health, safety and welfare as if you were office based full time. For more information see the "[Working from home safely and effectively](#)" section of the University's homeworking webpages.
- You must ensure that you have a secure, private and appropriately lit and heated space to work in, with a reliable and secure internet connection.
- If you need any reasonable adjustments to be made to your workstation whether on campus or at home, you should contact your manager to discuss your needs.
- You are responsible for ensuring that you adhere to Information and Data Protection legislation and relevant University information security policies, when undertaking your role for the University, regardless of location.
- If you are working from a public place or travelling between your home/on campus work location, you should be mindful of any potential confidentiality or IT security risks.

Training

- Training and guidance will be available to support both managers and employees develop the skills needed to deliver effective communication, performance management and relationship building in teams that are hybrid working.

Your Wellbeing

- Whilst working remotely it is important that you take regular rest breaks; at least 20 consecutive minutes if working for 6 hours or more.
- Hybrid working should not be used as a way of carrying on working when you are sick. If you are ill, then you should take time off until you have recovered and follow the [Absence Code of Practice](#).
- Where working for long spells at a screen make sure you take regular breaks away from your screen.
- We know that collaboration, connection and having a sense of belonging can help you stay well. We encourage you to think about what this means for you and to actively make time to connect with your colleagues. The University [Colleague Wellbeing](#) webpages have information on internal and external support services as well as advice and tips to help you look after your mental health and wellbeing

regardless of your work location. If you have concerns, then discussing these with your manager may also be helpful.

Costs and Expenses

- Hybrid workers have two work locations: your home and the relevant University campus to which you are assigned. Journeys from home to campus will not be eligible for travel expenses.

For travel claim purposes, both your home and the University of Exeter campus stated in your letter of employment will be your place of work. You will be able to claim travel expenses for journeys undertaken for work purposes in the normal way, subject to the [University's Expenses Policy](#)

For the avoidance of doubt, you will not be able to claim expenses for travelling between your workplace locations i.e. between home and the University Campus, on any day you work on campus, even if it is a day when you would normally be working at home.

- The following paragraphs draw your attention to information on homeworking. Full information can be found on our [homeworking](#) webpages.:
- As a hybrid worker, you are expected to meet the cost of broadband access which is suitable for business use, telephone rental, heating, lighting and electricity and any consumables (such as printer ink cartridges).
- You may claim for the cost of any necessary business telephone calls made from your home telephone (unless you are provided with a mobile phone by the University). Claims should be submitted via the Expenses module in T1, supported by copies of itemised statements highlighting business calls. Calls will be reimbursed at the supplier's standard rate except where calls incur no charge (due to specific rental options, for example).
- Any costs for Wi-Fi, heating, lighting and electricity and commuting costs to your designated place of work will be a personal expense in line with HMRC guidelines.

Working Outside the UK

Your employment is subject to you undertaking your work within the United Kingdom. Hybrid and remote working is only permitted within the United Kingdom therefore your home location must be at a personal address in the United Kingdom.

Employees of the University are not authorised to deliver work on behalf of the University from outside the United Kingdom, unless expressly agreed in their contract of employment or for short overseas business or research trips agreed by your department and Human Resources.

This policy should not be followed for any hybrid working where the remote location is outside of the UK. You should follow policies and procedures in line with the University Global Employment procedures if you are planning to undertake University work overseas. For more information, see [Global Employment](#).

Further guidance and advice

In addition to adhering to the terms and conditions of the hybrid working policy, you must comply with all rules and protocols for staff working at the University of Exeter, including attendance, code of conduct, confidentiality, GDPR and IT security. Further guidance for managers and staff can be found in The University of [Exeter Ways of Working guidance](#).

Please note: the University reserves the right to make changes to this policy as necessary.

Owner:	Andrew Johnson
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