



Homeworking Policy

1. Introduction

- 1.1. York St John Students' Union (YSJSU) is committed to providing the highest standards of service through a well-motivated, skilled, and flexible team. The provision of home working can help provide a better work-life balance for individuals and enable the employer to recruit and retain the best possible staff.

2. Home Working Definition

- 2.1. In this policy, home working is defined as a formal arrangement where the member of staff works one or more days a week at home on a regular basis as agreed with their Line Manager.
- 2.2. Occasional or ad hoc home working, for example to complete a particular project, is not covered by this policy. Arrangements for project completion should be agreed with the staff member's Line Manager.

3. General Principles

- 3.1. All staff may request formal home working arrangements through their Line Manager. Such requests will be given serious consideration according to the criteria and arrangements set out in this policy.
- 3.2. The decision to accept, modify or reject a request will be made by the Line Manager in consultation with the Human Resources department (if required) after full discussion with the individual member of staff.
- 3.3. Staff who believe they have been unreasonably refused a request for home working may appeal the decision.

4. Agreements for homeworking

- 4.1. The Line Manager must confirm details of the regular homeworking arrangements to the employee in writing. The manager and individual will sign the home working agreement with a copy kept on their personnel file.
- 4.2. Approved regular home working arrangements will be subject to an agreed one-month trial period before final agreement. If thought necessary, the trial period may be extended or curtailed.

- 4.3. The number of days per week allowed for home working will be agreed as part of the initial decision-making process prior to the commencement of arrangements. Any change to the amount of days of home working must be agreed in advance between the home worker and their Line Manager.
- 4.4. The home worker will agree with their Line Manager procedures and arrangements for operational matters, such as diary keeping and updating, telephone and e-mail contact, attendance at meetings on or off the employer's premises, attendance at training or related events, reporting, supervision, and appraisal.

5. Home environment and facilities

- 5.1. When staff are working from home, they must act in a professional manner during working hours. This includes satisfying all YSJSU policies and reasonable management instructions. The focus of their attention should be on working matters and they should be available to attend YSJSU when required with reasonable notice. Staff must not have the role of principal carer while working from home.
- 5.2. The employee will be required to provide their home with sufficient equipment, furniture needed to perform the job such as a computer, desk, chair, filing cabinet, and printer. Use of the home worker's own equipment, software or furniture is to be undertaken at their own expense, provided that the Line Manager is satisfied that it meets the safety and technical requirements required for the work to be performed.
- 5.3. Where needed, the employee will install an additional telephone/broadband line.
- 5.4. The home worker is required to return any items provided by the employer should the home working arrangement end for any reason.
- 5.5. All staff permitted to work from home must attend to their own health and safety and should complete the Display Screen Equipment assessment every year. Homeworkers should assess their home working arrangements annually with their Line Manager as part of the Statutory Risk Assessment Schedule.
- 5.6. A specific safety risk assessment should be completed in line with the Statutory Risk Assessment Schedule by the employee and endorsed by the employee's Line Manager. This should be reviewed on an annual basis during employee appraisals. A copy of the risk assessment form should be retained by the employee and their manager.
- 5.7. The requirements of YSJSU Lone Working Policy should be followed.
- 5.8. If, whilst working at home, an employee's IT system goes down and is expected to be down for an extended period, the employee will be expected to come into the office to work until resolved.

6. Confidentiality, security and data protection

- 6.1. The home worker will ensure the confidentiality and security of any information they are required to work with in the home, in accordance with their existing contract of employment. Such information will not be accessible to family or visitors of the home worker.

6.2. Data stored on computer(s) will be backed up according to the regime agreed with the home worker's Line Manager. Anti-virus software must be installed and regularly updated on all home office computers including laptops.

6.3. Material may not be saved to the hard drive of a personally owned PC (or another electronic device) or circulated electronically outside YSJSU.

7. Meetings at home

7.1. Meetings should not take place in the home. All meetings should take place at YSJSU, Lord Mayors Walk, York.

8. Monitoring and review

8.1. YSJSU reserves the right to visit the homes of those who work from home to inspect health and safety arrangements or the provisions for the management of confidential material. An inspection may be carried out at any time an employee is expected to be working at home. This may be as part of annual audit.

8.2. Homeworking will be reviewed on annual basis for all employees.

9. Associated costs and liabilities for home working

9.1. An employee who chooses to work from home would not be entitled to tax relief on additional outgoings. As there is no requirement to work from home there would be no tax relief on any proportion of the costs for heating, lighting and rent on rooms used for home working.

9.2. YSJSU does not accept any liability for costs or other issues relating to home working except where these are specifically identified in this policy. It is the responsibility of the employee to confirm their own tax and insurance provisions are appropriate to their needs.

9.3. Employees planning to work from home under any circumstances are responsible for informing their own insurance company as this may affect their domestic insurance. The use of equipment owned by YSJSU must be identified. Similarly, a mortgage provider may need to be advised. Staff living in council or private rented accommodation may need to notify their landlord and examine the terms of their lease.

9.4. YSJSU accepts that it is liable for accidents caused by the authorised use of YSJSU equipment when used at home in accordance with any instructions.

9.5. If the area being used for home working is also used by other occupants of the property there may be no implications for Council Tax. If the area is solely used for business and not available to other occupants at other times, then this may be a change of definition and the employee should check their individual circumstances with their local council as business rates may apply.

References

 YSJSU Homeworking Guid:	Homeworking Guidance
 Checklist and Agreement	Homeworking Checklist and Agreement
 Home Working RA	Homeworking Risk Assessment
 Lone Working Policy	Lone Working Policy Document
 Data Protection	Data Protection Policy
 H&S Policy Statement	YSJSU Health and Safety Policy Statement
	GOV.UK Guide to Flexible Working (Including link to ACAS Code of Practice)
	Right to request flexible working: Application form