Hybrid Working Policy and Procedure

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Responsibility for Contents	Human Resources
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Primary Contact	Human Resource Business Manager

EQUALITIES IMPACT ASSESSMENT

We welcome feedback on this policy and procedure and the way it operates. We are interested to know of any possible or actual adverse impact that this policy and procedure may have on any groups in respect of any protected characteristic.

An Equalities Impact Assessment of this Policy has been carried out. The policy has been written to fully comply with all obligations in respect of employment law and equality legislation and to take account of recommended best practice. It is therefore not anticipated that this policy will result in a negative of adverse impact on one or more groups in respect of any protected characteristic.

DATA PROTECTION

The College processes personal data collected in relation to Hybrid Working. All information is stored and processed in compliance with the Data Protection Act 2018 (DPA) and UK GDPR. The College is the data controller for your data, and is registered with the Information Commissioner's Office. The College will collect and process information relating to you in accordance with the HR privacy notices which are available on the college website.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the College Data Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure. Employees should use College data for organisational purposes only, and should not keep personal copies of College data under any circumstances. {Employees should avoid downloading documents to mobile devices, personal PCs, and external drives. Hard copies of documents should be returned to the College for secure destruction, or shredded at home. College devices should be stored securely, at a level of security appropriate to the sensitivity of the data processed.}

If you are unhappy with any aspect of the way your data is handled, you can contact the Data Protection Officer at dataprotection@forthvalley.ac.uk.

1 POLICY

This policy and its related procedures relates to all employees and establishes guidelines for managers and employees in relation to hybrid working. Its aim is to ensure hybrid working issues are addressed consistently and fairly and sets out procedures to support this.

Hybrid working defines an approach that combines on and off campus working. It is open to all staff with a suitable role, regardless of length of service. It allows you, the employee, to split working time between attending a college campus and working remotely. It does not change contractual hours of work or your working pattern, and any request to do so should be done through the Flexible Working Policy.

The Home Working Policy and Procedure outlines the working arrangements that will apply when a request to work from home or working a hybrid approach has been agreed by your line manager (or nominee), in addition to those outlined here.

Hybrid Working won't work for all posts, or be available to all staff. Approval for hybrid working will depend on whether or not your work can be done effectively from a location other than your base campus and in consideration of business needs. It will depend on the kind of role you have, the level of support and interaction needed in your role, and any minimum levels of physical cover required. This is especially the case for those who need to be on site to do their jobs (including, but not limited to, customer/learner facing roles in Estates, Student Support and Teaching roles).

Please note academic staff should consider the national working practices agreement in relation to time out of college. Please click here to find out more.

Flexible working requests

Hybrid Working is not the same as a flexible working agreement. If you want to make a more permanent change to your location, place of work and/or hours of work/working pattern, you will need to request this separately through our Flexible Working policy.

There is a statutory right to request flexible working. For any situation not covered by this policy please refer to the Flexible Working Policy and Procedure which covers other working patterns including job share, compressed hours and annualised hours. Applications should be made using the Flexible Working application form.

Each flexible working request will be considered individually. The college may not be able to agree to all requests as every job is different.

Wellbeing

Our values, Strategic Plan and People Strategy detail the importance of your wellbeing. We will continue to provide office spaces for you to collaborate and connect with other colleagues.

Hybrid working brings important benefits through offering flexibility and empowerment, trusting you to flex where this works, in consultation with your manager (or nominee).

These benefits can help create an inclusive culture, support work-life balance, support positive health and wellbeing and help achieve better outcomes including positively impacting productivity.

Hybrid working should not be used as an alternative to reporting yourself absent from work due to illness and any such requests will normally be declined. It is important for your health and wellbeing that appropriate recuperation time is taken.

Note: There is no requirement to undertake hybrid working and you can choose to work on campus only, if preferred.

Key principles of Hybrid Working:

- It is based on trust. We trust you to choose the appropriate places and technology to match the work you do, and to balance this with business needs, your own needs and the needs of your team.

- We commit to making sure that you have the right technology and equipment to support you to work in this way.
- Business needs change and this may impact on your ability to work on a hybrid basis either short term or permanently. This will be discussed with you by your line manager (or nominee)
- Hybrid working should not impact the level or quality of service to learners, customers, other stakeholders, or your colleagues.
- We know that there might be times when being onsite is crucial, such as when you first start working at college or have started a new role. At these times we may require you to work on site fully to familiarise yourself with the facilities and onsite support we have available, and to imbed you in the culture of the college.
- Working in this way will not change your contractual terms and conditions of employment in respect of working hours or normal location of work; it is an informal arrangement that may be changed from time to time depending on business needs.

2 HYBRID WORKING PROCEDURES

Expected level of attendance on campus

It is expected most employees on hybrid working will spend 50% of their working time on campus as a minimum subject to business requirements.

The number of days per week you spend attending campus compared with working remotely will vary, depending on:

- the needs of the college
- what is happening within your role and team at any particular time
- your individual circumstances
- the nature of your role

Given the degree of flexibility that our home/hybrid working arrangements provide, we expect you to be flexible.

You should be available within agreed working hours to attend the workplace at short notice, including on the same day, taking consideration of safe travel requirements. Staff who are unable to meet that requirement may have hybrid working declined or restricted to meet business needs.

On-campus attendance levels will be decided and agreed by the appropriate department manager with support from the HR department where needed.

Working in a Hybrid Environment

- Your manager (or nominee) will work with you to explore how hybrid working could work for you and your team based on your preferences, the needs of your

role and the needs of the business. The needs of the business will normally take priority.

- If you have challenges with your working environment at home and remote working is difficult for you such as having no suitable space to work securely, or inadequate Wi-Fi, hybrid working may not work for you, and may be declined following a discussion with your line manager (or nominee).

- Your hybrid working arrangement will be regularly evaluated by your line manager (or nominee) on the impact and the outcomes you deliver, during your PRD meetings and this may affect the decision to allow you to continue working hybrid/remotely.

- Hybrid working may be considered as a reasonable adjustment.

- Hybrid working arrangements are subject to the ongoing agreement of management and are subject to change for business reasons.

- The college retains the right to require workplace attendance to support health and wellbeing, teambuilding, skills development and training. Also for business requirements on any day such as the potential need for class cover, meetings, departmental activities, planning sessions, and standardisation and verification activities. These may take place on days where working remotely has been previously agreed.

- Due to the nature of the role, the potential need for class cover and the need to minimise disruption to students, teaching departments may operate specific staffing measures for lecturers in some or all areas to allow cover to be on hand.

- Your base of work will remain as one of the three FVC campuses. The expenses you can claim will be unchanged. Please refer to the campus travel guide for details.

- Travel to and from work should be out with your working day or for specific arrangements to be agreed in advance with your Line Manager (or nominee)

We are unable to support colleagues working from outside the UK unless it is necessary for specific roles. This includes both short and long-term arrangements and requests for permanent relocations outside the UK. This is due to the potential for complex legal and tax implications, associated potential risks, and costs that this presents to the college.

Confidentiality

When working remotely you are responsible for keeping information associated with our college secure at all times. Specifically, you are under a duty to:

- practise good computer security, including using a unique password for your work laptop and any other devices you use for work

- not removing hard copies or work related documentation from college premises unless absolutely necessary

- keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use

- never removing hard copies of work related documentation or digital data that contains sensitive information, without specific permission of your Head of Department, Operations Manager, or Director

- ensure that work-related information is safeguarded by not having confidential/business-sensitive conversations in public spaces.

- if you are unsure about the source of any communication related to sensitive or financial matters, use another route (teams or phone) to check validity

In addition, the laptop/surface and other equipment provided by us must be used for work-related purposes only and must not be used by any other member of your household or third party at any time or for any purpose.