



# Jesus College Oxford

## Hybrid Working Policy

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### A) POLICY STATEMENT

The College believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best talent. It also appreciates that the UK workforce is becoming increasingly diverse and includes a high percentage of parents and individuals with caring responsibilities, as well as those whose interests and aspirations impact on their time.

The College recognises the importance of helping its employees balance their work and home lives by offering flexible working arrangements that enable them to balance their work commitments with other priorities. One such flexible working arrangement is hybrid working.

This policy aims to set out the ways in which hybrid working will be managed in the College. Our continued aim is to maintain strong retention of staff, reduce absence, attract new talent, promote work-life balance and reduce employee stress. In doing so, this will improve the College's efficiency, productivity and competitiveness.

This policy applies to Support Staff at the College. Guidance on working remotely for Academic staff can be found on the College intranet here: <https://intranet.jesus.ox.ac.uk/academic-office/fellows-lecturers>

### B) WHAT IS HYBRID WORKING

Hybrid working is defined as a working arrangement where staff conduct their duties both in the workplace and remotely, such as from home. Whilst working remotely, employees maintain the same contractual obligations, such as core working hours.

The College recognises that homeworking can be beneficial for individuals and, to this end, will seek to accommodate it wherever possible. However, it also recognises the numerous benefits from a degree of on-site working that are difficult to replicate from home, such as direct interaction between colleagues and management.

Hybrid working is designed to offer the flexibility of homeworking, whilst also maintaining the benefits associated with on-site working and interacting with the wider College community.

There are two main categories of hybrid working:

- occasional/ad hoc hybrid working: this arises in relation to specific pieces of work or for specific periods. It does not follow a regular pattern and is subject to the prior approval of a line manager. It may be granted as part of a phased return to work after maternity or sickness absence, or be a temporary arrangement due to family commitments or domestic circumstances.



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- regular hybrid working: this is an agreement between the College and the employee for a permanent combination (subject to satisfactory performance) of homeworking and attendance at a College workplace, on a regular and on-going basis.

Whatever the circumstances leading to a situation where College employees are moved into, or recruited under, a hybrid working arrangement, this policy applies, and all employees must comply with the requirements set out below.

Please note that this policy should not be taken as forming an employment contract and may be updated at any time.

### **C) ELIGIBILITY**

The College maintains discretion to offer homeworking to staff, where this is an option, either during their employment or before commencement of a new role. Overall, employees will be eligible to be permitted a form of hybrid working in the following circumstances:

- where the employee's role can be carried out effectively from home, with no impact on productivity, service levels, or performance;
- where employees with supervisory duties can still supervise or manage their team effectively if they are not physically present all the time, or that do not require undertaking in person alongside the team members involved all the time;
- where their home environment is suitable and conducive to carrying out the job effectively;
- where the necessary and appropriate IT equipment is available, either through College issue or by the employee providing suitable equipment where information security can be guaranteed;
- where the employee's current performance is found to be satisfactory by their line manager;
- for new employees in their probation period, where hybrid working is in place as a flexible working arrangement from the start of their employment, a suitable induction plan should be agreed with their line manager that ensures working remotely is not detrimental to their ability to get up to speed or become familiar with how the College operates;
- the employee's disciplinary record is clean.

To ensure a balance can be struck between the needs of the College and the employee, the following parameters will also apply:

1. The staff member must provide office furniture that conforms to DSE health and safety standards. DSE assessments must be carried out for home workstations and completed forms submitted as part of an employee's formal application for hybrid working.
2. The College will continue to need staff resources on each day of the week, so it is unlikely that requests to work from home on both Friday and Monday will be agreed.
3. Physical presence in College is generally required for 3 days out of 5 (pro-rata for part-time working patterns). Occasional exceptions may be discussed and agreed with an employee's line manager, or accepted on a temporary basis. Regular out-of-hours attendance is included in the 3 days to allow for an appropriate balance, depending on the role in question.



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4. The College works best by social proximity – Community is one of its core values. Connection and engagement with the wider College and its community must be maintained where hybrid working arrangements are in place to ensure the employee continues to play an active part in College life, as well as remain focused on the College's objectives - and ultimately - its students.
5. The employee must be available during working hours on Teams, by email, and on the phone.
6. Hybrid meetings can be arranged to facilitate hybrid working, where face-to-face attendance is not essential. Hybrid meeting equipment is available in some College meeting rooms which can be booked as and when required.
7. If requested, the employee must be able to demonstrate work undertaken whilst working from home.
8. If an employee's home wi-fi is insufficient for work purposes, the employee must find an alternative or will be expected to work in the office.
9. The office telephone number should be diverted to a home line or mobile phone when working remotely.
10. If the request includes that hours are to be different to normal working hours, these will need to be dealt with on appointment to the role or through a Flexible Working request(see section D below).
11. The employee will be expected to be flexible with the specific day(s) they work from home if the College requires their presence on a particular day; for example, if they are required to attend a College event or to participate in a face-to-face meeting.
12. Some hybrid working arrangements may not be possible during term time, or at certain times throughout the academic year.
13. Hybrid working arrangements should be reviewed at regular intervals to ensure the right balance and consistency in approach and application.
14. The College reserves the right to update hybrid working requirements in response to business and staff needs.

The College will carefully assess the needs and requirements of a role before determining how the hybrid working relationship will work. It will only be permitted where the employee's line manager is satisfied that the needs of the College can continue to be met while the employee works from home.

Hybrid working must be cost-effective and ensure that there is no significant increase in workload on colleagues. The work done by the employee must be capable of being done from home.

The line manager may liaise with the HR Department in relation to applications for homeworking as well as to formally confirm the arrangements.

Due to the operational requirements of the College, some roles cannot be performed remotely. As such, members of staff in the following teams are not eligible for a hybrid working arrangement:

- |                  |                    |
|------------------|--------------------|
| - Kitchen        | - Library          |
| - Front of House | - Maintenance Team |
| - Scouts         | - Caretakers       |
| - Lodge          | - Groundskeeper    |



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### **D) MAKING PERMANENT HYBRID WORKING APPLICATIONS**

Employees that wish to apply for permanent hybrid working should submit an application to their line manager. If the request is for a permanent arrangement, it could be treated as a statutory flexible working request subject to eligibility.

You are entitled to make a statutory request for flexible working from the first day of your employment. You can make a maximum of two statutory flexible working requests during any 12-month period. A request cannot be made until any previous request has been concluded in full. While it is the College's policy to be flexible on working patterns for all its employees, in order to ensure that we are complying with our legal obligations concerning the right to request flexible working, there may be situations where precedence has to be given to those who are eligible for this right.

Employees in all areas and levels of the College will be considered for flexible working regardless of their age, sex, sexual orientation, race, or religion or belief, or whether they have a disability, their level of seniority, their current working pattern, or whether they are employed on a permanent or fixed-term basis..

All requests will be considered in line with the College's policy on flexible working. Please refer to the Flexible Working Policy for further details.

If the employee is not eligible to make a statutory flexible working request, they may still be able to make a separate request for hybrid working arrangements and should speak to their manager.

Homeworking may invalidate an employee's home contents insurance policy. Employees are required to check the policy prior to applying and, if successful, provide a copy of the policy wording and schedule to their line manager if their application is granted.

Please note that, separate to requests from staff, management may also seek to agree the implementation of permanent hybrid working arrangements.

### **E) OCCASIONAL/AD HOC HOMEWORKING**

Occasional/ad hoc homeworking may be approved at the discretion of an employee's line manager. This can be agreed on an informal basis; a full application (as required for a permanent hybrid working arrangement) is not needed.

The request should be made with reasonable notice, where possible, and provide a clear reason for requesting to work from home, when the home working will take place, and for how long.

Examples may include a project or set of tasks that requires peace and quiet and a lack of interruptions. A backlog of tasks or a major project may also give rise to an employee wishing to request temporary hybrid working.

There may be family commitments such as the long-term illness of a relative or dependant. In this situation, we would also ask that you refer to the College's policy on time off for dependants.



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There could be issues relating to the recovery from mental or physical illnesses which may make a request for hybrid working conducive to the smooth recovery of the employee.

Various transport considerations may give rise to a request for hybrid working.

A temporary/ad hoc request would normally apply to a period of up to 2 days at home. If it is going to extend beyond this, then full request should be made via HR.

The College will continue to observe government guidance on remote working as a result of situations such as the coronavirus pandemic, and may implement temporary periods of hybrid working due to associated restrictions as required.

### **F) PROCESS FOR SUBMITTING APPLICATIONS FOR HYBRID WORKING**

Prior to making an application, employees must discuss their proposed application with their line manager. In such a discussion, the employee should consider the following aspects of the formal application and discuss any issues arising from the points below with their line manager informally. They should also consider the parameters detailed in section C to ensure that an appropriate balance is presented in their application.

Once a discussion has been held with the employee's line manager, the employee should submit a formal application, which should address the following points:

- confirmation that the employee meets the eligibility criteria for hybrid working;
- the date from which the arrangements are intended to start (at least 4 weeks from the date of the application);
- the proposed number of days they wish to work from home (up to 2 per week for full-time workers);
- proposed hours of work (if different to their contracted hours);
- the proposed organisation of the home working environment: available separate room, security arrangements for College equipment and College materials/documentation, information security, etc.;
- extent of availability to attend the workplace, for meetings, cover colleague absences, etc.
- how the employee proposes that contact will be maintained with their line manager, team, and the wider College community.

As part of the application, employees should demonstrate how they will achieve the following:

- manage workload independently;
- self-motivation and working to own initiative;
- adapting to the different working practices involved;
- problem-solving and different pressures associated with working alone;
- if new to the College, or in a new role, how they will ensure working remotely will not hinder them in getting up to speed with their new role;
- adapting to different methods of being line managed and liaising with colleagues.



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If the application forms part of a statutory flexible working request, employees should also provide additional information as outlined in the College's policy on flexible working.

### **G) APPLICATION DECISIONS**

The College aims to respond to formal applications for hybrid working within 10 working days of the application being received by the employee's line manager.

Line managers may need to meet with the employee to discuss any issues arising from the application and/or result of the DSE assessment.

### **H) ACCEPTED APPLICATIONS**

If the line manager accepts the employee's application, they should inform HR and written confirmation will be provided to the individual. And a Homeworking Agreement will be issued for the employee to sign and return.

Each request is considered on its own merits.

### **I) REJECTED APPLICATIONS**

If the line manager is unable to accept the employee's application, the reasons for the rejection will be issued in writing to the employee. If the application formed part of a statutory flexible working request, employees will be permitted opportunity to appeal in line with the College's usual process.

### **J) HYBRID WORKING AGREEMENTS AND TRIAL PERIOD**

Accepted applications will be subject to the signing of a Homeworking Agreement and the successful completion of a trial period.

The aim of the trial period is for both the employee and the College to evaluate whether the new working arrangements set out in the Homeworking Agreement work as expected.

At the end of the trial period, the line manager will meet with the employee to evaluate the success of the trial. The line manager will determine whether the trial has been successful and confirm that the Homeworking Agreement may continue. During the trial period, or at the evaluation meeting, either side may propose reasonable amendments to the terms of the Homeworking Agreement to facilitate a smoother working arrangement. The College reserves the right to terminate the Homeworking Agreement by declaring the trial has been unsuccessful if proposed amendments are unreasonable, unworkable, no amendments can be implemented, or the employee's work output, quality, oversight etc. suffered to the detriment of the College.

### **K) HOMEWORKING AGREEMENT**

The homeworking agreement drawn up during the application process, and bespoke to the employee's circumstances, sets out the terms of the arrangement for the employee to work from home. It will reflect the following points, subject to any modification agreed during the trial, as well as the practical considerations to enable the homeworking to operate smoothly and the parameters detailed in section C.



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- the College reserve the right to terminate the homeworking arrangement at any time for any reason on reasonable notice
- employees are required to be available during the core hours specified in their homeworking agreement
- if any issue arises that causes an employee to no longer meet the eligibility criteria at the outset of this policy, the College will review the homeworking arrangement and may terminate it on reasonable notice
- the homeworking arrangements will be subject to regular review
- employees working from home will be expected to attend meetings and other office-based events as and when required by their line manager
- employees working from home are required to comply with College policies, including holiday, performance targets, sickness, absence etc.

### **L) HOMEWORKING PRACTICAL ARRANGEMENTS**

If using College-supplied equipment to enable working from home, the equipment remains the College's property and will be installed and removed at the College's cost. Employees may be required to bring this equipment into College so that it can be updated, maintained, or repaired/replaced. The College will give the employee reasonable notice of the need for this.

Employees should take reasonable care of any College equipment they use at home and only use it for College business. IT and telephony equipment may only be used in accordance with the College's IT, telephony, data protection, and monitoring policies.

Personal equipment that an employee uses for work purposes remains their responsibility and the College is not liable for any loss, damage, repair or replacement of any personal equipment. When using personal IT equipment, the expectation is that either the Nexus Onedrive or the Remote Desktop environment will be utilised for College business. College documents should not be saved directly to personal devices. The College may also decline a request to use personal equipment: in this case the College will provide appropriate alternative IT equipment.

If an item of equipment is deemed necessary for work, the employee should contact their line manager.

Employees should maintain regular contact with their line manager so that the College can work towards early resolution of any problems. This applies to problems with College equipment and also in relation to the ongoing suitability of the homeworking arrangement; pressures and stress occur equally to homeworkers as they do to those working at the College's offices and the College encourages the early reporting of these issues so that practical steps can be considered and implemented to the mutual agreement of both the homeworker and the line manager.

The costs of electricity, water, heating, telephone, broadband and other utilities will not be covered by the College. These costs will remain the employee's responsibility.

Employees must keep College data and College materials safe and secure at all times, ensuring reasonable precautions are being taken to maintain confidentiality in accordance with the Data Protection policy.

### **HYBRID WORKING POLICY**

Date of last review: March 2025





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Employees should refrain from revealing to students that they work from home. Employees must not provide their personal address or personal contact details students or third parties associated with the College. Meetings between students and employees at home are prohibited. All communications should be routed through the appropriate College workplaces.

### **M) HEALTH AND SAFETY FOR HOMEWORKERS**

The College's health and safety policy applies to homeworkers. Employees should refer to the College's separate health and safety policy for more details. The DSE Usage Policy should also be adhered to.

Homeworkers are required to comply with a number of health and safety considerations in respect of the space utilised as their workplace in their home environment. Homeworkers are required to attend the office to undergo health and safety training.

### **N) RISK ASSESSMENT**

A risk assessment may be undertaken to determine any relevant risks and to prevent harm to the homeworker or anyone else who may be affected by their work, in respect of the workplace itself and the working arrangements. The College may need to check such workplaces from time to time as the homeworking arrangement proceeds. The College may require self-assessment of some aspects of the workplace, and training may be provided as necessary. Any steps necessary from these various risk assessments will be undertaken to ensure the homeworker has a safe workplace.

A specific risk assessment will be done on employees who inform the College that they are pregnant. In order for this to take place, homeworking employees who become pregnant should notify their line manager of their pregnancy immediately. More details about what to do are available in the College's policy on Pregnancy and Maternity.

### **O) MOVING HOME**

If employees move home, the hybrid working arrangement will be reassessed. If the College considers that the house move would make, or has made, homeworking unsuitable, this may result in the homeworking period coming to an end.

### **P) ELECTRICAL EQUIPMENT**

Homeworkers are required to use any equipment supplied by the College safely and in accordance with best practice and manufacturer's guidelines. The College will check all College electrical equipment for safety. Homeworkers will be responsible for any other electrical equipment used by them in their work activities and will continue to be responsible for the safety of electrical sockets and wiring in their home.

Homeworkers are reminded that the following provisions are an express written term of their contract of employment and contained in the employee handbook.

- a. any damage to stock or property that is the result of an employee's carelessness, negligence or deliberate vandalism will render them liable to pay the full or part of the cost of repair or





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replacement; and

- b. any loss to us that is the result of an employee's failure to observe rules, procedures or instruction, or is as a result of their negligent behaviour or their unsatisfactory standards of work will render them liable to reimburse to us the full or part of the cost of the loss.

In the event of failure to pay, we have the contractual right to deduct such costs from an employee's pay.

### **Q) WORKING HOURS**

Employees are responsible for ensuring they complete their working hours as defined in their contracts of employment whilst working from home.

### **R) WORKING TIME**

Employees are responsible for ensuring they take their rest breaks as defined in their contracts of employment. Working time should be monitored and rest breaks of at least 20 minutes for every six hours of working should be taken.

### **S) FIRST AID**

Employees are covered under the College's accident insurance policy in their home. Accidents must be reported immediately to the nominated person set out in the College's Health and Safety Policy. Employees are referred to this policy which contains details on the health and safety obligations including RIDDOR, HACCP and COSHH.

### **T) POSITIONING OF EQUIPMENT**

A Display Screen Equipment (DSE) assessment should be completed and the outcome submitted along with an employee's application for hybrid working.

Please refer to the College's DSE Usage Policy that can be found here:

<https://intranet.jesus.ox.ac.uk/sitefiles/202402-dse-usage-policy.pdf>

Training on the ergonomic positioning of IT equipment can be provided during the implementation of the homeworking arrangement, together with best practice guidance on breaks.

### **U) EMPLOYEE CONDUCT**

If hybrid working becomes unsuitable due to employee conduct or performance, the homeworking arrangement may be terminated immediately. Further disciplinary action may also be taken in line with College policy.



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### APPENDIX A

#### Home Working Agreement

**Name:**

**Role:**

**Department:**

**Line Manager:**

**Date agreement will commence:**

**Review date:**

**Details of homeworking arrangements:**

Day	Hours of work	Working arrangements
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

#### **Conditions:**

- the College reserves the right to terminate the homeworking arrangement at any time for any reason on reasonable notice;
- employees are required to be available during the core hours specified in their homeworking agreement;
- if any issue arises that causes an employee to no longer meet the eligibility criteria at the outset of this policy, the College will review the homeworking arrangement and may terminate it on reasonable notice;
- the homeworking arrangements will be subject to regular review;
- employees working from home will be expected to attend meetings and other office-based events as and when required by their line manager;
- employees working from home are required to comply with College policies, including holiday, performance targets, sickness, absence etc.

#### **Declaration**

By signing this agreement, I agree that I will carry out my role in line with the expectations set out in the College's Hybrid Working Policy.

Should I no longer meet the requirements of the policy, I understand that my home working agreement will be reviewed and may be terminated.

Signed

Employee:

Date:

Line Manager:

Date: