

V1

# Hybrid Working Policy



BATH SPA  
UNIVERSITY

## 1. Introduction

- 1.1 This policy sets out the university's approach to hybrid working, and the circumstances in which it may be possible to combine on campus and remote working. Hybrid working is an important element of our commitment to supporting a positive work-life balance for our employees.
- 1.2 The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

## 2. Scope

- 2.1 The policy applies to all employees from the first day of employment, across all grades and groups including academic and non-academic, Associate lecturers, part time and full time, permanent and fixed term.
- 2.2 It does not apply to workers, contractors, consultants or any self-employed individuals
- 2.3 **Who is covered by hybrid working**

Hybrid working is available for the majority of roles at the University, subject to the considerations below, however hybrid working is not suitable for all teams. For example, some roles require individuals to be on campus to undertake their duties e.g. Catering, Domestic Services and the Gardening team in the Estates Department.
- 2.4 Other roles are student facing and student contact is required in person e.g. Academic posts and roles with Library and Learning Services.
- 2.5 In these teams, local arrangements are in place that will balance the needs of our students and other operational requirements.

## 3. Split between on campus working and working remotely

### **Expected level of attendance at the workplace**

- 3.1 We expect the majority of our staff community to spend a minimum of 40% of their working time on our campuses, determined by the precise nature of their role and their current responsibilities
- 3.2 The number of days per week each employee spends attending campus compared with working remotely will vary, depending on factors which include:

- the needs of the University, and the requirement to make the most effective use of available space
- the nature of their role;
- what is happening within their role and team at any particular time; and
- their individual circumstances.

### **Our workforce's need to be flexible**

- 3.3 Given the degree of flexibility that our hybrid working arrangements provide, we expect our workforce to be flexible.
- 3.4 You may be required to work on campus on particular days at the request of your line manager, for example for in-person training and for meetings that have been determined as best conducted in person.
- 3.5 For academic staff this may mean attending campus on days you do not normally teach, and during non-teaching periods. In such cases, you will be given as much notice as possible.
- 3.6 If you wish to request a change to your normal working pattern it must be agreed in advance by your line manager. Any requests to permanently change your working pattern should be submitted via a [Flexible Working Request](#).

## **4. Arrangements while working remotely**

### **Location**

- 4.1 Whilst the university allows flexibility for an individual to work from a hybrid location which might not be their home, this cannot be from an international location, either short or long term (excluding authorised business trips, in which case you may be required to sign a formal undertaking which governs the arrangement).
- 4.2 International working raises the following compliance risks, which will vary per country:
- Tax and Social Security obligations
  - Immigration
  - Local employment law
  - Data protection
- 4.3 It is for these reasons that staff are not able to relocate abroad to live and work for personal reasons, though short term requests for up to 2 weeks may be agreed but only in exceptional circumstances, and with agreement from the line manager. Final approval for these exceptional requests rest with the HR Director.

- 4.4 For the avoidance of doubt, expenses cannot be claimed for any travel from your home location to campus on the days that you are working at BSU premises.

### **Working hours**

- 4.5 While working remotely, you must be available and working during your normal hours of work, as set out in your contract of employment.
- 4.6 We ask you to be mindful that you are not overworking - "downtime" from work is essential. To help maintain your wellbeing, please make sure that you take adequate rest breaks:
- Even if you are busy, it is essential that you find the time to take a break of at least 20 minutes during each working day that lasts more than six hours.
  - Ensure the time period between stopping work one day and beginning the next is not less than 11 hours.
- 4.7 Please be as clear as possible with your line manager about your hours of work for days on which you are working remotely. Making use of tools such as shared calendars and out-of-office messaging can help colleagues to be aware of your availability on these days.

### **Sickness**

- 4.8 When working remotely, you should not work if you are unwell. If you are sick and unable to work, our sickness absence policy applies and you must report your absence to your line manager in the usual way.

## **5. Technology and equipment**

- 5.1 If necessary to assist you to work remotely, you may be provided with:
- a laptop computer;
  - a desk and;
  - a desk chair to use at home.
- 5.2 You must undertake a DSE (Display Screen Equipment) assessment to ensure that you are working from home safely. This assessment is completed on iProtectU. If you require any additional equipment such as a left handed mouse, special keyboard or orthopedic chair please email [safety.admin@bathspa.ac.uk](mailto:safety.admin@bathspa.ac.uk) to arrange this.
- 5.3 You must take care of any equipment we provide you with and notify your line manager of any faults with the equipment. All issued equipment will be required to be returned to the University via Facilities and Services at the end of your employment or when it is no longer required.

## 6. Health and Safety

- 6.1 You should liaise with your line manager to ensure that your remote working set-up is appropriate and that you are working in a safe manner. However, you must also take responsibility for your own health and safety.
- 6.2 You must notify your line manager if:
- you feel any discomfort due to working remotely (such as back pain); or
  - you believe that there are any work-related health and safety hazards;
  - any work-related accidents occur in your home.
- 6.3 Your line manager will refer the matter to the Health and Safety Manager to consider what action can be taken.

## 7. Data Protection

- 7.1 Employees who are working remotely are responsible for keeping information associated with our organisation secure and following our Data Protection Policy at all times. Specifically, remote workers 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;
  - keep all hard copies of work-related documentation secure, including keeping documents locked away at all times except when in use; and
  - ensure that work-related information is safeguarded when working in public spaces, for example by:
    - positioning your laptop so that others cannot see the screen;
    - not leaving your laptop unattended; and
    - not having confidential/business-sensitive conversations in public spaces.
- 7.2 In addition, the laptop and other equipment provided by us must be used for BSU 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.

## Document Details

**Responsible Office:** Human Resources

**Responsible Officer:** Director of Human Resources

**Approving Authority:** Senior Leadership Group

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