**WORK FROM HOME POLICY**

**Contents**

1. Policy Statement.........................................................................................1

2. Scope .........................................................................................................2

3. What is Home Working?...........................................................................2

4. Occasional “ad hoc” Home Working arrangements .................................3

5. Conditions for Home Working..................................................................3

6. Terms and Conditions of the Home Worker.............................................4

7. Health and Safety .....................................................................................5

8. Manager responsibilities...........................................................................7

9. Employee’s responsibilities......................................................................7

10. Application for Home Working..............................................................8

11. Considering a request for Home / Teleworking ....................................8

12. Application refused................................................................................9

13. Application agreed ..............................................................................10

14. Setting up of the Home Worker...........................................................10

15. When ready to commence Home Working..........................................10

16. Monitoring system.............................................................................,..11

17. Applying for another post ....................................................................12

18. New employees.....................................................................................12

19. Training...............................................................................................12

20. Sickness absence ................................................................................12

21. Policy monitoring................................................................................12

1. **Policy Statement** 
   1. The Home Working scheme is in place to assist in achieving a work life balance as part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Working Policy.
   2. As with other forms of flexible working, there is no automatic right to Home Working.
   3. The benefits of Home Working can include: -

* employee retention,
* increased productivity and
* Reduced costs of accommodation and other overheads.
  1. Not all work is suited to this sort of scheme, so availability will be based on the following:
* suitability of the employment and person to Home Working
* demonstrable benefits and measurable outcomes for the service
* the post involved,
* the needs of the service, and
* The proposed workplace.
  1. The needs of the service will always be the paramount consideration.
  2. The success of the scheme will depend on trust, reasonableness and cooperation between managers and employees. Home Working is to be treated in exactly the same way as if the employee was working in the office.
  3. Homeworkers will be treated no less favourably than any other member of staff with regard to Council policies and procedures or terms and conditions.
  4. When an employee begins Home Working, they must give a commitment to continue the arrangement for at least one year (subject to a trial period). The employee will be notified of any initial set-up costs. An employee who terminates the agreement early may be required to repay, pro-rata, the initial set-up costs, if any, to the Council. Where the Council ends the arrangement early, then no cost will be incurred by the employee.

1. **Scope**

This policy applies to all current and prospective employees other than those in Educational Establishments with delegated powers.

1. **What is Home Working?** 
   1. The HSE (Health and Safety Executive) defines “Home Workers” as those people employed to work at home for an employer.
   2. To be defined as a Home Worker within the HSE, a member of staff must be entered into a formal agreement to work predominantly from home. A member of staff is not a Home Worker if they work at home temporarily, e.g. taking a portable computer home with them. Home Working is voluntary, and a member of staff cannot be made to work from home.
   3. Home Working is, therefore, the name given to the practice whereby employees formally undertake work from home or another suitable location, whether it is on an occasional or longer-term basis. Employees may use a computer and telephone line to carry out part, or all, of their job.
   4. Any approved scheme will be subject to a trial period of three months which may in some circumstances be extended.
2. **Occasional “ad hoc” Home Working arrangements** 
   1. The Council recognises that there may be occasions where it may be appropriate or necessary for employees to carry out certain types of work from their own home on an occasional or ad hoc basis. Computer work will be a frequent example of this.
   2. Permission must be granted by the line manager after the employee confirms:

* their working conditions are safe
* the data they are working on is safe and secure
* any work provided equipment is PAT tested
* Bringing new electrical equipment into their home is not going to present a risk to anyone else in their home.

**To Access the full version of this Document do visit:** [**https://www.startuphrtoolkit.com/**](https://www.startuphrtoolkit.com/)