

# LONGLEY PARK SIXTH FORM COLLEGE

## WORKING FROM HOME POLICY

### 1. Introduction

There is no contractual obligation for anyone to work from home. However, the College understands that it may be appropriate at certain times for certain employees to be allowed to work from home. It is not possible to offer home working to all employees, as the requirements of some jobs will not be suitable for such arrangements.

### 2. Permission to Work from Home

Any employee wishing to work from home on occasions should initially raise the issue with their line manager. Jobs that provide a direct service to College customers, eg: librarians and receptionists, are obviously not usually suitable for home working. Senior Managers will give consideration to such request as are made by employees and recommended by individual line managers in line with this policy and will make decisions regarding the suitability of home working based on all the circumstances, including the nature of the job, workloads, working practices and the suitability of the employee. The decision of the line manager is final. Working from home will not normally be a permanent or semi-permanent arrangement but may be used to cover special projects etc. Home working is voluntary and cannot be imposed on any employee. Permission to work from home, once granted, can be repealed at any time.

Before granting permission to work from home, the line manager will require the employee to fill in and sign the College's risk assessment form.

### 3. Working Arrangements

#### Workload

Periods of working from home will be clearly identified and workload will be agreed in advance. The College will set clear targets in the planning and scheduling of work.

#### Visits by Management

College management has the right to visit any employee working from home during agreed working hours.

#### College Equipment

Any equipment provided by the College for the purposes of working from home will be loaned and maintained by the College following College procedures. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions. The employee must ensure that any such equipment provided is returned upon resigning, retiring, dismissal or the withdrawal of the working from home arrangements.

#### Health and Safety

College management must be satisfied that it is possible for work to be carried out at home in a healthy and safe manner in accordance with the College's risk assessment procedures. Employees must take all reasonable care of their own health and safety and that of others and must inform the

College of any changes in circumstances which may affect health or safety. College management have the right to make periodic checks on Health and Safety of the home working environment by prior appointment during working hours to ensure that the working arrangements are satisfactory.

When working from home employees are required not to meet students or other College customers at home, but return to College and meet in College premises.

Employees are also advised not to release their home address and telephone number to non-employees.

All accidents and injuries occurring during the course of work for the College must be reported in accordance with the College's accident reporting procedures.

#### **4. Reporting Sickness Absence**

If the employee is sick during an agreed period of working from home the normal College sickness reporting rules in the College sickness policy prevail. A copy can be found in the Staff Handbook. Failure to follow the sickness reporting rules could result in disciplinary action.

#### **5. Insurance and Tax**

Employees are advised that working from home may affect the provisions of any home contents insurance and employees are advised to inform their insurers prior to commencing working from home.

Employees are also advised to avoid dedicating room in their home for the purposes of work as this can have adverse tax consequences if the home is sold and a capital gain is made.

#### **6. Allowances**

The college will reimburse the cost of any telephone calls made from home in the course of pursuing their official duties upon receipt of an itemised telephone bill.

**College management reserves the right to vary or terminate this policy.**