

HYBRID WORKING FAQs

What is hybrid working?

Hybrid working is informal and built on trust. It is decided locally and is a mix of on campus and off campus working and is not constrained by one specific location, for example an office or home workplace.

Our University community is one where our people, their engagement and wellbeing are key. Hybrid working will allow Professional Support Services colleagues the opportunity, where the needs of the business and their role allows, to informally agree with their managers where and when they work within our University Principles whilst still ensuring the campus remains a vibrant community for all.

Why has the University introducing hybrid working?

Having a greater choice over work location is something many staff have fed back as being important to them. We believe that responding to this demand will help to support the attraction and retention of talented staff, create a more inclusive environment which support high performance, high-trust culture, and enhances staff and engagement.

Is hybrid working a permanent arrangement?

No. It is a fluid arrangement, subject to change and withdrawal at any time, depending on business needs. Any working patterns established on a hybrid basis will not be considered as permanent or formal changes to an individual's contractual terms and conditions.

What is the difference between flexible working and hybrid working?

Flexible working is a formal permanent arrangement to balance your work and personal life, for example starting or finishing at defined times on specific days of the week but maintaining the same hours. This formal arrangement would constitute a change to your terms and conditions of employment and a Flexible Working application will still be needed in this case.

In contrast hybrid working is an arrangement in which an individual works part of their time on campus and part off campus, and potentially at different times to those stated in their contracts. While there should be some structure to how and when teams agree to work remotely and on site, the hybrid working approach is a more informal and amendable agreement within the team. It's also important to note that the agreed hybrid arrangement is subject to change as and when the needs of the role may change, and so it is not appropriate to build a fixed arrangement around hybrid working (e.g. regular childcare).

Is the hybrid working approach suitable for all roles in the University?

Hybrid working applies to all Professional Support Services colleagues on a permanent, indefinite and fixed term contract: however, it is accepted that not all roles are suited to hybrid working and that some activities cannot be delivered effectively via remote working. For example, but not limited to: catering, cleaning, grounds and building maintenance, service desk provision, student facing roles and on-site specialist support or delivery.

Can I work from home all of the time?

No. The hybrid working framework aims to strike an appropriate balance between on and off campus working and is based on a minimum level of on-campus attendance of 60% of their working time on campus.

How often should hybrid working arrangements be reviewed?

They will be reviewed annually but local arrangements should be reviewed on a regular basis to consider any operational issues raised, whether business needs are being met, any potential effects on productivity, students needs, employee engagement and team working etc.

How do I ask for hybrid working?

Speak to your line manager to find out if and how it can apply to you.

Can I use hybrid working arrangements to meet my caring or childcare needs?

No. Hybrid working is a fluid arrangement which can change depending on business needs and the needs of other team members and must not be used to provide cover for regular caring or childcare needs. If you need certainty that you can have particular times or days off for such purposes, or you need a guaranteed arrangement, then this would be more appropriately dealt with under the University's Flexible Working Procedure.

Who will be responsible for organising working patterns of staff who are hybrid working?

Line managers should work with their teams to coordinate hybrid working in their areas.

Is there a minimum/maximum number of days I can work off campus if my role allows for hybrid working?

Hybrid working aims to strike an appropriate balance between on and off campus working and is based on a minimum level of on-campus attendance of 60% of their working time on campus.

If I am working off campus, will I be expected to come onto campus at short notice?

Yes. One of the principles of hybrid working is that staff must be available and accessible whilst working off campus. You may be required to attend campus at short notice, including the same day, for example to cover staff absence.

Can hybrid working arrangements be changed?

Yes. Hybrid working agreements are informal and do not represent guaranteed patterns. Individuals should be able to flex any hybrid working arrangement to be able to return to campus should this be required. Working arrangements that require guaranteed patterns of work must be agreed through a Flexible Working request.

What about DSE assessment for staff who are hybrid working?

Staff should continue to ensure their existing DSE assessment remains relevant and adjust accordingly. If any issues are identified, these should be discussed with a DSE Assessor or line manager. Hybrid working allows greater choice over workstation and locations but where specialist equipment is needed due to a health condition, a referral to Occupational Health may be needed to enable the line manager to determine if it is reasonably practicable.

What support is available to managers discussing and agreeing hybrid working arrangements?

A range of resources is available to support managers which we have put together as a Managers Toolkit. This includes a 'conversation template' to support managers in having constructive discussions with their teams/individuals along with other top tips. This will continue to be developed and further advice and guidance can be sought from HR to discuss any challenges or issues.

What should I do if I am not well enough to work?

If you are not well enough to work you must inform your line manager and follow the usual sickness absence reporting procedures.

Do I still get flexitime if I have a hybrid arrangement?

Yes, if it has been agreed for your role and is subject to the University's flexitime rules.

I am no longer attending campus every day. Can I apply for a part time car parking permit?

No, staff can apply for either a full time or a part time car parking permit, but this is dependent on your contracted working hours and not on any hybrid working arrangements that have been agreed with your manager. Staff working full time hours i.e. 37 hrs per week (1.0 FTE) can only apply for and be issued with a full time parking permit.