



Brasenose College Flexible Working (Non Academic Employees) Policy

Agreed by Governing Body December 2014

Introduction

Brasenose College believes that the promotion of flexible working can increase motivation, promote work–life balance, reduce stress and improve performance and productivity.

The College will, where practical, even if it falls outside the “statutory right to request”, try to accommodate your **request** for flexible working. However, the needs of College and its charitable objectives must be met. All requests will follow the same procedure.

1. Flexible working

Eligibility

1. This policy applies to all non- academic employees. Requests for flexible working from academic employees will be considered in accordance with statutory provisions and university regulations, although the provisions of this policy may also be applied as far as is consistent with those statutes and regulations.

Statutory entitlement

1. If you have a minimum of 26 weeks’ continuous service with Brasenose College you have eligibility for Statutory right to request flexible working and to have your request considered seriously by Brasenose College. A request for flexible working in this context can include a request for a change to the number of hours you work, a request for a change to the pattern of hours worked and/or a request to do some or all of your work from home.
2. You are only entitled to make one application for flexible working in one 12 month period.

Procedure for requesting flexible working

1. You must submit your request to your line manager in writing. The request should contain the following:-
 - If applicable, a statement confirming that is being made under the statutory right to apply for flexible working
 - The required change to the normal working procedure
 - your reasons for the application
 - a start date for the proposed change giving us a reasonable time to consider the proposal and implement it
 - An explanation of the effect the change would have on Brasenose College and your colleagues, and how this might be dealt with
 - The application must state whether a previous application has been made in the past 12 months and if so the date on which it was made

- The application must be dated
2. Your line manager, together with the HR Manager (with reference to the Domestic Bursar for Domestic Bursary staff) will consider your request and whether it is feasible in line with the needs of the College, work reorganisation, recruitment of additional staff, quality performance, structural changes and any other grounds. If the proposal is not immediately feasible your line manager (and Domestic Bursar) will consider the changes you have proposed, the effects of the changes and any possible arrangement that might suit both parties. The manager will then meet with you together with the HR Manager to discuss the business case for accepting or rejecting the request and to look at reaching an agreed compromise and you will be notified of the outcome of the meeting. If the request has been successful, Brasenose College will specify what has been agreed and the effective date of the change. If the request has been unsuccessful, the College will specify why the request has been rejected and outline the appeal process. This process will take no more than three months.
 3. Each request will be dealt with individually, taking into account the likely effects that the proposed changes to working hours or place of work are likely to have on Brasenose College, the work of the department in which you work and your colleagues. Agreeing to your request will not therefore set a pattern or create a right for a colleague to be granted a similar change to his/her working pattern.
 4. You should be aware that if your application is approved, the variation to the contractual terms is a permanent one and you have no automatic right to change back to the previous pattern of work, unless the application seeks the variation for a specified time period only. A trial period may be agreed.

Grounds for Refusal

1. If we are unable to accommodate your request for flexible working arrangements, it will be for one or more of the following reasons:-

- Burden of additional costs
- Detrimental effect on our ability to meet the needs of the College
- Our inability to re-organise work amongst your colleagues
- Our inability to recruit additional staff
- The detrimental impact on quality
- The detrimental impact on Brasenose College's performance
- The fact that there is insufficient work during the periods you propose to work; or
- Because of planned structural changes

Withdrawal of Application

We will treat the application as withdrawn and write to you confirming this if you:

- *Notify us that you are withdrawing your application and /or
- *fail to attend a meeting without a reasonable cause, or
- *refuse to provide us with information we require in order to assess whether the contract variation should be agreed.

Appeal

You have 14 days within which to appeal to the Bursar against the decision. The appeal must be made in writing addressed to the HR Manager and must be signed, dated and set out the grounds for the appeal. You will be invited to meet the Bursar with your line manager within 14 days of the appeal being lodged. The results of the appeal will be communicated to you within 14 days of the appeal meeting.

Right to be Accompanied

If you make a request for flexible working, you have the right to be accompanied by a work colleague or trade union representative.

1. Home Working

Employees do not have an automatic right to work from home. However, in certain circumstances Brasenose College may agree that it is appropriate for a particular individual to work from home on a permanent or regular basis.

Trial Period

1. In the event that we agree that an employee may work from home, we may offer such an arrangement on a trial basis.
2. The trial period will enable Brasenose College and the employee to determine how the arrangement works in practice. If we are of the opinion that the arrangement is unsatisfactory, we reserve the right to request that the employee reverts to conventional working at the office, this may take effect at any point during the trial period. Any such decision will be confirmed in writing to the individual.
3. The employee will be monitored during the trial period and may be required to provide information to Brasenose College in order for us to establish whether the arrangement is working.
4. In the event that we confirm that an employee may work from home for more than half of their working hours, the employee's normal place of work will be their home address. The employee may be required to attend other locations throughout the UK and attend Brasenose College for meetings, briefings etc. on request.

Working from Home

1. If an employee is working from home they are still required to adhere to the terms of their contract of employment as well as the office rules and employment handbook. The employee is required to work the same normal working hours as office based employees.
2. If an employee is working from home they must ensure that confidential information belonging to Brasenose College remains confidential and that they adhere to the terms of their contract of employment in respect of confidentiality. As a minimum, an employee working from home must ensure that they lock away all Brasenose College property including any paperwork when not in use. Brasenose College property and any paperwork should ideally be kept in a separate room away from children and visitors. The employee must ensure that they log off from any access to our IT networks or system at the end of each working day and whenever their computer terminal is left unattended. The employee must ensure that access to all IT systems which may give access to any of our IT network or system is password protected.

3. Any additional arrangements in relation to working from home will be agreed with the individual and confirmed in writing.
4. Employees working from home must ensure that they have appropriate insurance cover.
5. The College may provide computing and printing equipment and pay for business telephone calls, where these can be calculated, but will not usually provide furniture or pay for Broadband or other enhanced IT connections. The College may request the return of such property at any time, and it must be returned to the College if the employee ceases being employed by the College, unless otherwise agreed in writing by the Bursar.
6. Any equipment provided to homeworkers must be maintained in good working order. The employee will be responsible for any damage to our equipment not covered by insurance where such damage is caused by any act or omission on the part of the employee. For the avoidance of doubt, the employee is responsible for the domestic electricity supply and the electrical sockets.