**OUR PEOPLE PRACTICES/ HYBRID WORKING SCHEME: Application Process Flowchart**

**Does the role contain the tasks below (or similar on campus tasks) for 4 days or more in a standard week?** *(This “red list” is not exhaustive)*

- Inspecting and operating equipment, materials and machinery (other than software)
- Controlling and repairing machines and mechanical equipment
- Setting up or supporting computer hardware
- Physical presence to maintain safety and security
- Shop or hospitality customer service
- Food preparation
- Cleaning services
- Delivery services
- Laboratory-based activities
- Face-to-face service delivery to students or staff
- Direct supervision of roles that predominantly carry out the above activities

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Yes

Role is classified as **RED** and it is not operationally viable to approve the HWS application

Application is **declined**

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No

Does the role contain any red list activities at all?

Yes, But (on average) three or less days per week based on a standard week*

Role is classified as **AMBER**

Manager should consider (based on service requirements during normal university operation with students on campus) the following operational factors *(refer to checklist for further detail)*:

- Frequency of the requirement for the red list activities: daily/ by appointment/ on an ad hoc basis but normally less than daily
- Do requirements differ during term-time vs out of term-time
- Size of the team – e.g. can red list activities within the applicant’s role be accommodated by rota?

Manager and applicant should discuss logistical constraints and possible solutions. Manager should also consider issues as for green roles.

Application **may** be approved if constraints can be managed and service/ team needs can be met

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No

Role is classified as **GREEN**.

Manager should consider the areas below *(refer to checklist for further detail)*:

- Availability of IT equipment
- Overall team needs (requirements for supervision, need for collaboration on specific days, cover for annual leave/ sickness)
- Service requirements, for example:
  - Managing applications to avoid clashes of remote working days that may impact service delivery
  - If there are any significant GDPR or business sensitive information considerations, do existing systems provide sufficient safeguards for the work to be done remotely? Are there any limitations? (e.g only if a University-issued computer is used)
  - If the role involves shared responsibilities for resolving client queries (e.g. helpdesk/student admissions phone line), do the systems and processes enable that work to be done equally well remotely?

Application should be **approved** if all of the above needs are met

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*The reference to a standard week relates to a full-time equivalent of five working days. For staff who work fewer than this, consider whether there are at least one day’s worth of activities that do not fall within the red list.*