OUR PEOPLE PRACTICES / HYBRID WORKING SCHEME: Staff Connect Guide for Managers

This is a step-by-step guide to the actions managers need to take when processing hybrid working scheme applications and review forms through Staff Connect.

Receipt of applications

- As applications are submitted, on Staff Connect you will notice these will show in your authorisation widget. **DO NOT AUTHORISE OR REJECT FROM THE WIDGET.** If you do so, important information will be missing from the employee’s record, as the opportunity to complete the manager’s commentary section will be lost.

- If you accidentally authorise any forms before completing the manager’s commentary, you will need to ask the colleague to resubmit to place them back at pending.
To view your team’s applications in overview

You may wish to view your team’s applications/existing arrangements in overview, for example, before deciding how a new application or a request to change an arrangement will fit in with the schedules that are in place. To do so, follow the steps below:

- Click on Reporting Services to view Line Manager Reports available to you.

- You can add this widget if you need to via the ‘Edit Dashboard’ button above.

- Note: You can only utilise this service if you are on campus or accessed via the VPN. If you are already in Staff Connect you will need to log out, close browser then re-enter Staff Connect.

- Bottom right of the Reports window you will find the ‘Employee Applications’ report.

- You will see two input controls: “Submission Date” (choose from Latest and All) and “Management Levels” (choose from Direct reports only or up to 3 levels down). These are set to default as “All” and “Direct reports only”, respectively.

- Click ‘Apply’ (bottom left) to view your data.
• Your report will populate and, if you wish, you can click the ‘export as’ button to select XLSX

• The information will be presented as per the sample extract below. This allows you to see each colleague’s response to each of the questions in the application form. Please note:
  1. When you run the report, the green column under “Work at home days” will be populated with the details of team members’ arrangements that have already been approved, if the managers’ commentary section was completed on the individuals application forms.
  2. The “Remote Working/DSE Risk Assessment” column will be highlighted red and “needs review” if any issues are flagged on the risk assessment checklist. Clicking on this cell will take you to the detailed responses on the checklist, which should then be discussed with the team member concerned.

• You will notice the section ‘For completion by management’ appears on the worksheet towards the right hand side. This is where your comments against each colleague (row) will be recorded so long as the managers’ commentary section is completed on the individual’s application form. It may be helpful to review what has already been recorded for others in your team, for example, to see how you have categorised other roles within your team. This helps aid consistency.
<table>
<thead>
<tr>
<th>In the individual's role classified</th>
<th>Is the decision to approve or decline the application?</th>
<th>Is the approval of the application subject to any conditions or qualifications?</th>
<th>Any reasons for decision. If the request cannot be accommodated, please clearly record the reasons. Please note, if the framework is a pre-printed checklist.</th>
<th>Start date for hybrid working arrangement</th>
<th>Arrangement to be reviewed on</th>
<th>Agreed days of remote working</th>
</tr>
</thead>
</table>
Completing the managers’ commentary section

- This section contains important information for monitoring purposes and it is essential that you complete this for each team member.

- Go to your Staff Connect home screen and click on the date/name of each colleague. **DO NOT CLICK AUTHORISING/REJECTING JUST YET**

- The colleague’s form will appear. **You should select the option to ‘Edit’ the form. DO NOT CLICK AUTHORISE/REJECT JUST YET**
• Now complete the management section in full. **Note that the questions are mandatory.** You will initially be asked to tick to confirm that you’ve reached a decision on the application, as below.

**For completion by management**

Note that all the questions in this section are mandatory. The section must be completed to provide vital information for reporting purposes.

- I have considered this application in full and reached a decision

• When you confirm this, the substantive questions that you need to complete will appear.

- I have considered this application in full and reached a decision

  **Is the individual's role classified as red, amber or green?**

  - Select One

  **Is the decision to approve or decline the application?**

  - Select One

  **Is the approval of the application subject to any qualifications? Provide details of any qualifications. Examples might be if approved remote working days are different to those ideally requested by the team member; or if only one day can be accommodated where two have been requested.**

  20000 characters remaining

  Key reasons for decision. If the request cannot be accommodated, please clearly record the reasons. Please refer to the Framework Guidance and Managers Checklist.

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• Finally, click either the green authorise or the red reject button as appropriate.
Hybrid Working Review Forms

- Managers are asked to formally review existing hybrid working arrangements with team members at least once per year. It is suggested that this takes place in line with RPDs for the team, so that arrangements for the team are being looked at in the rounds within a similar timeframe.

- A short form has been created to record that the review has taken place, and the outcome of the review. The team member will complete all details save for the review outcome and submit the form to their manager. Please click Edit, then complete the review outcome and authorise.