Introduction

The policy principles below outline the key basis for the Hybrid Working Scheme (or HWS). Consultation on the detail has involved a JSNCC Working Group, as well as a cross-section of other key stakeholders throughout the University. Feedback from the staff “Future of Work” survey has also been taken into account. The final scheme details, including guidance for both line managers and staff, will be published in late June 2021.

The scheme is intended to complement, and enhance, existing obligations, protections and procedures set out in University of Kent HR policies.

Eligibility to apply for the scheme

- All UK professional services staff - permanent and fixed term, full-time and part-time - will be eligible to apply for the scheme.
- Staff who are contracted to work on a minimum of four days per week can apply to work up to two days per week remotely. Staff who are contracted to work on fewer than four days per week can apply to work up to one day per week remotely.
- A move to a hybrid working arrangement will not constitute a contractual change and will be subject to annual review.
- Applications will be assessed according to a set of criteria (as outlined below) to determine where hybrid working will be operationally viable. The University will not compel any staff member to work remotely.
- Academic staff will not be required to submit an application.

Consideration of applications

- Managers will be responsible for considering and reaching decisions on applications from within their area of responsibility. In doing so, they should work within the parameters and follow the process that will be set out in guidance.
- The over-arching principle will be that managers should seek to facilitate hybrid working where operationally possible.
- In order to aid consistency, the University will establish a set of criteria, based on role duties and accountabilities, which will lead to classifying roles as follows:
  - Green roles - duties are predominantly desk-based and can be carried out from any location without detriment to the outputs provided there is access to computer equipment, the internet and relevant software
  - Amber roles - include a substantial proportion of face-to-face liaison with colleagues or students, potentially including hands-on support, or shared responsibility amongst a team for resolving client queries (e.g. helpdesk)
  - Red roles - presence on campus is required 90-100% of the time.
Applications from those in green roles are likely to be approved subject to consideration by line managers of issues such as the availability of equipment, service requirements and the overall needs of the team.

Consideration of applications from those in amber roles is likely to require discussion/negotiation between the staff member and line manager to address any logistical constraints. Further detail will be set out in guidance.

Applications from those in red roles are unlikely to be approved.

**Equipment to facilitate hybrid working**

A standardised IT procurement policy will be introduced across divisions and PSDs. This will include the replacement of computers by portable devices in order to facilitate remote working in areas where it is operationally viable.

Divisions and PSDs should conduct an audit of the computer equipment within their division/department to identify any equipment that could be redistributed in order to facilitate hybrid working.

Staff who have been using their own IT equipment to work remotely during the pandemic may be authorised to continue to do so by their division/department provided they comply with the applicable rules to protect information and data security. Such permission would only be granted as a temporary measure until such time as suitable equipment can be provided or, in any event, subject to a time limit to be determined.

The University will provide staff with appropriate equipment to conduct their role at their contractual place of work, which in the case of the HWS remains the University campus. In a hybrid working arrangement, staff members will be responsible for obtaining the furniture and ancillary equipment (monitor, keyboard etc) that they need to set up to work remotely. An exception will be made where there is a need for a reasonable adjustment to accommodate a disability (upon occupational health advice), in which case this will be funded by the University.

**Review of progress**

The University will allow as many people to take up the scheme as is reasonably practicable. This decision will lie with each department when considering their service requirements to determine what is operationally viable. In doing so they will need to take into account the parameters set out in guidance.

The University will review the progress of the scheme after 6 months of operation (i.e in March 2022) and on an annual basis thereafter. Divisions and PSDs will be asked to provide progress reports, which will be shared with EG and JSNCC.