



University
of Exeter

Hybrid working policy

1. Introduction

- 1.1 This policy outlines the guidelines and expectations for staff in the Professional Services job family whose terms and conditions of employment state a hybrid working location. It aims to create a balanced and flexible work practice that enhances productivity while ensuring the wellbeing of employees and maintaining collaboration across teams.
- 1.2 Hybrid working, which is sometimes referred to as “blended working”, is a form of flexible working that allows staff to split their time between attending the workplace and working remotely (typically from home). Hybrid working gives choice over deciding how, when and where staff work best in a way that balances the needs of the University, the team and the individual.
- 1.3 Hybrid working may also be supported where staff wish to work from home as a means to accommodate a disability, assist with mental health or for other personal reasons in agreement with their manager.
- 1.4 This policy (and associated guidance) is in place to ensure clarity about the hybrid working arrangements offered at the University and how these can be used. It outlines the expectations for employees whose work will be split between both home and campus.
- 1.5 This policy only relates to hybrid work taking place in the UK. If any work is being carried out outside of the UK then managers and staff should get further advice from the [Global Employment team](#).

2. Scope and Eligibility

- 2.1 If the University has agreed in writing that your working arrangements will be hybrid, this means that you will spend a proportion of your working time home-based and a proportion will be based at the University campus specified in your letter of employment. This only applies to staff in the Professional Services job family and not those in the Academic job families. The time split between home and campus will be agreed with your manager. This may vary from time to time according to the business needs or client facing responsibilities of the University.
- 2.2 Hybrid working is not suitable for roles where duties need to be performed 100% on campus.
- 2.3 Staff who choose to work from home on an ad-hoc basis or outside of their contractual terms, with prior agreement from their manager, are not considered hybrid workers under the terms of this policy. These arrangements are temporary and are subject to individual approval based on specific circumstances. Employees in these situations i.e. occasional homeworkers, will not

have the same expectations or benefits as those defined as hybrid workers. Staff in the Academic job families are categorised as occasional workers and not hybrid workers.

3. Hybrid working

- 3.1 Whilst working at home, you should be contactable during your agreed working hours.
- 3.2 To meet the business and operational needs of the University, you may be required, with reasonable notice, to physically attend your university work location – for example, to collaborate or attend training or carry out other aspects of your role that cannot be completed at home. You may also be requested to attend work/training and/or meetings at other locations.
- 3.3 You will not be entitled to any overpayments or overtime if you choose to work unsociable hours or more hours than you are contracted to do unless this is specifically agreed in advance with your manager.
- 3.4 It is not appropriate to combine homeworking with dependent care and homeworking is not an alternative to paid dependent care. You must not plan to have sole responsibility for a child or other dependant during your working hours.
- 3.5 You are covered by the University's insurance policy for employers' liability and personal accident in the same way as campus-based employees.
- 3.6 You will be provided with the appropriate IT equipment and technology (including hardware and software) to effectively complete your work. Hybrid employees are to use this equipment for business purposes only and are expected to take appropriate steps to keep this equipment safe.
- 3.7 You are expected to have a suitable and safe working environment that is compliant with DSE regulations (please see Hybrid Guidance for more information).
- 3.8 Where staff are contractually required to work from home as part of their employment agreement, the University will provide appropriate equipment where it is satisfied that adjustments are needed to meet its duties under the Health and Safety (Display Screen Equipment) Regulations and/or Equality Act. Any equipment supplied by the University will remain the property of the University and must be returned when your employment or hybrid working arrangement comes to an end.
- 3.9 Employees that work at home undertaking DSE related work, should refer to the [Workstation General Guidance](#) and the [Homeworking Guidance](#), and are expected to make as many adjustments as possible and then complete a [DSE Self-Assessment](#) of their home workstation.
- 3.10 Workplace health and safety law applies whilst working from home and the University has the same legal duty to protect your health, safety and welfare as if you were office based.
- 3.11 You are responsible for ensuring that you adhere to Information and Data Protection legislation and relevant University information security policies, when undertaking your role for the University, regardless of location.

- 3.12 In addition to adhering to the terms and conditions of the hybrid working policy, you must comply with all rules and protocols for staff working at the University of Exeter, including attendance, code of conduct, confidentiality, GDPR and IT security. Further guidance for managers and staff can be found in the [Exeter Ways of Working guidance](#).

4. Costs of hybrid working

- 4.1 Hybrid workers have two work locations: the relevant University campus to which you are assigned and your home. This will be stated in your letter of employment. Journeys from home to campus will not be eligible for travel expenses.
- 4.2 For travel claim purposes, both your home and the University of Exeter campus stated in your letter of employment will be your place of work. You will be able to claim travel expenses for journeys undertaken for work purposes in the normal way, subject to the [University's Expenses Policy](#)
- 4.3 For the avoidance of doubt, you will not be able to claim expenses for travelling between your workplace locations i.e. between home and the assigned University campus, on any day you work on campus, even if it is a day when you would normally be working at home.
- 4.4 As a hybrid worker, you are expected to meet the cost of broadband access which is suitable for business use, telephone rental, heating, lighting and electricity and any consumables (such as printer ink cartridges).

5. Changes to a formal hybrid arrangement

- 5.1 A contractual hybrid working arrangement is subject to the ongoing agreement of the University and occasionally may need to be changed for business reasons. There may be cases where the continuation of hybrid working becomes inappropriate.
- 5.2 The University reserves the right, with consultation and reasonable notice to change an employee from one type of working arrangement to another (hybrid to on-campus, etc) where there is a business reason. Where the university considers that it is necessary to bring an employee into a campus-based environment from a hybrid working arrangement, your manager will discuss with you the reasons for the proposed change in working arrangements. Normally, 3 months' notice will be given, unless a shorter period is agreed.
- 5.3 If there are changes to your physical or mental health where the University may not be able to discharge its legal duties to support you to work at home or if the expected working standard cannot be achieved in the home i.e. inadequate space to create a suitable workstation, then the University reserves the right, with consultation and reasonable notice to change the employee from hybrid working to on campus working to support the employee's needs.
- 5.4 The same process will be followed if an employee requests to return to on campus working. Any changes would need to be approved by the employee's manager and confirmed in writing by the university. Normally, you will return to the campus location stated in your letter of employment. However, this may not always be possible, and a new campus location may be necessary. This will be discussed with you by your manager.

6. Hybrid working in UK only

- 6.1 Your employment is subject to you undertaking your work within the United Kingdom. Hybrid and remote working are only permitted within the United Kingdom therefore your home location must be at a personal address in the United Kingdom.
- 6.2 Employees of the University are not authorised to deliver work on behalf of the University from outside the United Kingdom, unless expressly agreed in their letter of employment or for short overseas business or research trips agreed by your department and Human Resources.
- 6.3 This policy should not be followed for any hybrid working where the remote location is outside of the UK. You should follow policies and procedures in line with the University Global Employment procedures if you are planning to undertake University work overseas. For more information, see [Global Employment](#).

7. Other related policies and guidance

- [Hybrid working guidance](#)
- [DSE and Eyecare Guidance \(including home working safety\)](#)
- [Health and Safety Hub](#)
- [Ways of Working](#)
- [Remote working policy](#)
- [On campus working policy](#)

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