

1. OVERVIEW AND PURPOSE

1.1 Introduction by the Vice-Chancellor

Throughout the Covid-19 Pandemic, a greater proportion of roles at the University have been successfully performed remotely.

Building on Flexible Sussex, launched in 2018, the Remote Working Framework (RWF) sets out to further promote and encourage the practice of remote working, taking into account the needs of the team/departmental requirements, personal circumstances and preferences.

We truly want Sussex to be a great place to work and the RWF further builds on more staff having a wider range flexible working options.

Our success in providing a world-class education and research is dependent on the much needed investment in ITS and Estates.

We are also aware that before new ways of working can be embedded, a broader culture change needs to happen, for staff and managers.

But it sets out a clear vision of what we want Sussex to be like as a place to work, an inclusive employer who invests in its people and can allow a better work-life balance.

This framework shows our commitment to support remote working where possible, whilst ensuring the efficient and effective running of the University and the research and education we provide our students.

We are aware that staff have personal preferences, so please use this framework as a starting point to have conversations with your line managers and your teams.

*Professor Adam Tickell
Vice-Chancellor*

2. SCOPE

2.1 This framework applies to all individuals carrying out University business remotely:

- Senior managers, Heads, officers, and directors;
- Employees (whether permanent, fixed-term, temporary, or casual);
- Contract, seconded, and agency staff; and
- Volunteers, apprentices, and interns

2.2 This framework is non-contractual and may be withdrawn, updated or amended at any time.

3. FRAMEWORK

3.1 What is Remote Working?

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- 4.1.5 All staff, irrespective of their remote working category, will/may from time to time, with reasonable notice, be required to attend campus for meetings at the request of management.

5. FLEXIBILITY

- 5.1 The University understands that not everyone may be able or wish to work remotely and that some staff may hold an alternative preference to their role category. Remote working is optional and agreed in consultation with the line manager.

- 5.2 **Scenarios:**

- 5.2.1 Where a Permanent Remote Worker wishes to work at the University rather than remotely their request will be considered at the point of appointment to post (for new staff) or through a flexible working request (for existing staff), the individuals contractual place of work will be amended accordingly.

- 5.2.2

permanent alternative workplace is agreed formally through a flexible working request.

6.10 Personal security

- 6.10.1 Necessary meetings should take place virtually, by phone, or face to face on University premises where possible. For reasons of personal security, face to face work meetings at individuals' homes are not permitted, unless approved in advance by the relevant line manager and relevant safety assessments have been conducted.
- 6.10.2 For the employee's own security it is also recommended that employees who are remote working should:
- a. not release personal data or information to external contacts, colleagues or students, such as home address or personal telephone number
 - b. use ITS approved technology, as outlined in the ITS Remote Working Policy
 - c. ensure that colleagues are aware of the remote workers whereabouts and how to contact them

6.11 Insurance and other considerations

- 6.11.1 Individuals working remotely are responsible for assessing the personal implications of home working in respect of insurance, taxation, mortgage, utilities provision and any leasing and landlord agreements.
- 6.11.2 The University holds liability insurance that provides cover for legal liabilities of the University and its members of staff whenever they are engaged in University business. This cover applies irrespective of where the activity is taking place.
- 6.11.3 All individuals are responsible for the security of the University's property within their control and for avoiding loss. Heads of School, Directors of Professional Services, Managers and remote workers must ensure reasonable steps are taken to ensure the care, custody and security of University owned assets within their control, in line with the University's Financial Regulations. In the event of an insurance claim being made for damage/loss or theft of laptops, there is a £500/£1000 excess respectively, which will be payable by the School or Division.

6.12 Associated costs/expenses

- 6.12.1 The University does not make financial contributions to those working remotely for normal household expenses such as heating, lighting, internet and phone lines or council tax costs. However, staff may be able to claim Income Tax relief for employment expenses via the P87 form.
- 6.12.2 The rationale for this is that:
- remote working is optional, all Campus Workers and Hybrid Workers have the right to work from a university workplace full time should they wish to; and
 - any saving in travel to work will go towards assisting the mitigation of additional costs.

