

Home Working Policy

October 2018

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Benchmarking	University of Glasgow

HOME WORKING POLICY

1 Purpose and Scope

1.1 The normal and appropriate place of work for most employees of The Glasgow School of Art (GSA) is the confines of GSA or other locations deemed suitable by your line manager. However, GSA recognises that home working can be an alternative and effective form of working on a number of levels:

- as an occasional option to enable employees to meet professional or personal needs;
- as a temporary and time limited arrangement to meet the specific needs of GSA / your role.

1.2 For the purpose of this policy, the general term of home working is used to denote employees within GSA who work from home on an occasional basis. For those who wish to alter their current working arrangements to include a more regular pattern of home working, please refer to the Flexible Working Policy.

1.3 The type of work suitable for home working has clearly defined objectives, requiring little or no interaction with others and where the physical location is incidental. Examples of tasks which may be carried out from home include marking and assessment, report writing and data inputting.

2 Advantages of Home Working

2.1 Benefits to GSA may include:

- less distraction leading to achievement of deadlines;
- increased employees flexibility and productivity.

2.2 Benefits to the Employee may include:

- reduction in travel time and costs;
- less distraction, allowing tasks to be completed more efficiently and more quickly.

3 Process

- 3.1 For employees wishing to use home working as an occasional option, an informal agreement with their line manager is all that is required.

A proposal for home working may be initiated by a line manager for operational reasons or a request for home working may come from the employee. However, the opportunity to work from home requires the explicit agreement of both the employee and the line manager.

GSA is not required to provide any IT equipment or additional financial support. The use of a shared departmental laptop may be appropriate.

The availability of specialised equipment may be limited, and departments should check requirements of licences for home use.

- 3.2 Whilst working from home, employees must be contactable during core, mutually agreed work hours and should access GSA email regularly. Home or mobile telephone numbers and email addresses must be accessible to members of the department and other contacts.

The workload and performance standards whilst working from home are equivalent to those for employees working on site. However, employees working at home have a right to privacy out of hours and to be able to separate their working and home lives.

The employee may claim reasonable and justifiable expenses for telephone costs directly caused by the work undertaken.

GSA will provide paper, postage and other relevant consumables as it deems is reasonably required.

- 3.3 It is the responsibility of the employee who is working from home to ensure:

- that their own computers are virus free;
- that they are working in a safe environment;
- that departmental equipment is well cared for and secure, and is returned in its entirety and in good condition;
- that they do not collect or distribute illegal material via the internet.

- 3.4 GSA has no liability for Health and Safety matters in circumstances where it has been agreed for the employee to work from home on an occasional basis.

- 3.5 Normal holiday and sickness absence reporting and notification should be adhered to.

As soon as an employee becomes aware of their inability to carry out work from home due to ill health, they should notify their line manager as soon as possible, but no later than one hour after their normal start time.

4 Data Protection

- 4.1 Employees must familiarise themselves with their responsibilities under GDPR 2016 and the Data Protection Act 2018. In particular, employees should ensure that all GSA and personal data is processed safely and securely in accordance with the six data processing principles set out in Article 5 of GDPR 2016, specifically Article 5.1 (f) relating to the security of personal data. Guidance can be found online: <https://ico.org.uk/media/for-organisations/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf>

All GSA data must be encrypted with a password.

Employees should ensure that other household members or visitors do not have access to personal data, passwords or telephone numbers.

- 4.2 Master files should never be removed from offices, and copies should be taken for use at home whenever relevant.

Where an employee is likely to process personal data at home, the line manager should discuss this with the individual and thus, be satisfied that there are secure measures in place for storage of GSA data.

All documents and files are the property of GSA.