

Managers Guidance on Working from Home

Aim and Purpose

The purpose of this document is to provide guidance to line managers and the Headteacher on dealing with requests to work from home in order to ensure that there is transparency, fairness and consistency across the school.

Context

This document should be read alongside the “Working from Home Policy”.

Employees wishing to occasionally work from home must secure the agreement of their line manager prior to the actual date of home working.

The process is not designed to be overly bureaucratic, instead the aim is for authorisation to be given on an informal basis via discussion between the employee and line manager.

Managers remain responsible for any employee working from home.

Approving requests for working from home

When approving requests, line managers are responsible for ensuring that there is a clear business requirement for the employee to undertake work from home rather than attending the office. An example would be the employee benefiting from working on a specific task without the normal daily distractions.

Line managers should consider requests for working from home on the following criteria:

- **The nature of the employee’s job:** for instance, does the employee’s job require regular, face-to-face contact with other employees or members of the public, meaning that it is unsuitable for the post holder to work from home. Relevant examples would include: a receptionist; estate based employees whose duties cannot be carried out at a different location.
- **The applicant’s skills, abilities and personal attributes:** The employee’s performance should be considered in determining whether the employee is considered suitable to work unsupervised.
- **Impact to team:** The demands likely to be placed upon the employee’s colleagues and the impact upon members of other teams with whom the employee works with. In other words, the line manager needs to be confident that sufficient resources are available within the team to cover the employee’s absence from work.
- **The suitability of home location:** The suitability of the employee’s home location should also be considered.

Any requests for IT equipment (e.g. laptop, phone, ADSL line) should be reviewed on a case-by-case basis and any requests forwarded to School Business Manager only when an employee is likely to be working from home on a more frequent basis. Wherever possible, employees should be encouraged to use either a departmental/pool laptop or their personal equipment.

Line managers are advised that, as a guide, occasional working from home means that an employee does not develop a regular pattern of being away from the office.

Retrospective requests should not normally be granted. Any absence may be considered as unauthorised, which may lead to disciplinary action being taken.

Whether or not an employee is permitted to work occasionally at home is entirely at the discretion of the line manager. Occasional working from home is neither a contractual nor a statutory right and The Devonshire Hill Nursery and Primary School is under no obligation to approve any request by an employee to work from home.

If the line manager believes that the employee is not following their obligations under the "Working from Home Policy", future requests to work from home should be declined.