

## **Calderdale Methodist Circuit Homeworking Policy**

The Calderdale Methodist Circuit ('the Circuit') promotes flexible working for all staff and will agree to an employee working partly or wholly from home where appropriate.

Home working consists of working based at home rather than at the normal place of work. It is carried out to an agreed work pattern on a, permanent, regular, part-time, temporary or ad hoc basis.

Not all roles are suitable for home working, however any job may be considered on its own merits. (E.g. jobs that involve project work or an identifiable output, or those that provide services within the community may particularly lend themselves to this type of work. Jobs that will not be suitable are those provide a direct service to the public at a fixed location that, e.g. staff on reception).

Employers must ensure that home working arrangements do not have an adverse effect on any particular group of employees neither should a refusal to agree home working disadvantage any particular group.

When making a request to work from home employees should consider whether or not they have the necessary organisational and time-management skills, the ability to work without direct supervision, and are able to cope with the potentially conflicting demands of work and family.

### **Requests to work from home**

Any employee who wishes to work from home should make the request under the organisation's flexible working procedure.

The Circuit will arrange a meeting to discuss the feasibility of any request to work from home. It is our policy to view such requests in a positive light and we will, whenever it is possible and practicable, agree to the request.

This policy outlines the working arrangements that will apply when a request to work from home has been approved.

### **Pay**

Employees who work from home will be paid a fixed monthly salary for a defined number of hours of work, with provision for overtime only by agreement.

### **Hours of work**

Homeworkers are generally not subject to fixed hours and are free to perform the agreed number of hours at times that suit them. There are, however, core hours during which some homeworkers must be available. These core hours will be agreed between the homeworker and their line manager.

We will normally expect a homeworker to contact their line manager at least once a week.

Homeworkers must ensure they take adequate rest breaks, as set out by the Working Time Regulations 1998:

- take a break of at least 20 minutes,
- ensure the time period between stopping work one day and beginning the next is not less than 11 hours, and
- have at least one complete day each week when no work is done.

### **Visits to the Circuit's premises**

Homeworkers are required, on request, to attend the workplace for purposes such as training, performance assessment and team briefings. This will typically not be more frequent than one day per week and the dates and times of such visits will be agreed in advance. The employee will be paid for time spent at the workplace.

### **Visits to the employee's home**

The Circuit reserve the right to visit the employee's home at agreed times for work-related purposes, including health and safety matters. It is a condition of any homeworking agreement that employees agree to such visits, which will be for the purposes of:

- delivering and collecting work,
- performance monitoring and feedback,
- general discussions about work-related matters,
- ensuring health, safety and security, and/or
- any other work-related purposes that we consider appropriate.

### **Equipment and materials**

It is the Circuit's policy that we will provide and maintain all equipment and materials necessary for you to work from home. It is your duty to ensure that proper care is taken of such equipment and materials.

Specifically, we will provide:

- a laptop computer,
- a printer and/or scanner,
- a mobile telephone, and
- a filing cabinet.

On termination of your employment for any reason, we will have the right to visit your home at an agreed time and retrieve any equipment, furniture, materials and documents belonging to us.

### **Telephone and internet accounts**

The Staff Member will pay the costs for all telephone and internet connections in your home.

However, in accordance with the Circuit Expenses Policy, we will pay homeworkers an allowance towards the telephone and internet costs associated with homeworking, upon submission of the appropriate documentation.

We will pay all charges on any mobile phone provided by us, with the proviso that it must be used only for work-related purposes.

### **Stationery and postage**

Homeworkers should obtain receipts for any stationery purchased and any items posted in the course of your work and reclaim such costs once a month using our expenses claim procedure.

## **Security**

Homeworkers must not allow members of your family or third parties to access or use our equipment.

Employees who work from home are responsible for keeping all documents and information associated with our business secure at all times. Specifically, homeworkers are under a duty to:

- keep filing cabinets and drawers locked when they are not being used;
- keep all documentation under lock and key at all times except when in use; and
- use a unique password for the computer and any other digital devices.

Further, the computer and other equipment provided by the employer must be used for work-related purposes only and must not be used by any other member of the family or third party at any time or for any purpose.

## **Health and safety issues**

The Circuit is legally obliged to ensure the health and safety of homeworkers in the same way as office-based staff. We are therefore required to ensure that:

- all equipment is safe;
- all articles and substances are handled and stored safely;
- an assessment of your workstation is conducted;
- information and training on the safe use of equipment, including display screen equipment, is provided; and
- relevant risk assessments are carried out.

All employees who work from home have a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by the employer from time to time.

## **Insurance**

The homeworker is responsible for checking that all home and contents insurance policies provide adequate cover for the fact that they work from home.

## **Mortgage or rental agreements**

Homeworkers are responsible for checking applicable mortgage or rental agreements to ensure they are permitted to work from home, and for obtaining any permissions necessary to work from home.