

## FAQ

### Incremental return to Campus and Dynamic Working

**Q. For those who have been working remotely during the pandemic, will all be returning to campus on the 1<sup>st</sup> of September?**

A. No, it is proposed that we approach the return to campus and the introduction of Dynamic working incrementally, prioritising face to face teaching, support for teaching and learning, and services that support students. This means that not everyone who have been working from home will return at the same time, and your Manager will inform you which category you fall into.

**Q. When I return, will I have to do so on a full-time basis, and spend all of my time on campus?**

A. This will be very much dependent upon your role and responsibilities and is something that you should further discuss with your Manager, and in accordance with the incremental introduction of Dynamic Working.

**Q. What is Dynamic Working?**

A. A business and people focused approach to flexible working that delivers better efficiency and effectiveness in service delivery and organisational agility, as well as benefits for working people. It achieves this via modernisation of working practices while providing improved work environments and benefits for the employees. Further information on Dynamic Working can be found on the [HR Web pages](#).

**Q. I have a health condition which means I am anxious about returning, who should I speak to?**

A. We are mindful of the concerns and anxieties some staff may have in light of the easing of restrictions. We ask colleagues to be respectful and considerate of both our University and city communities, understanding that some people will feel more comfortable with the lifting of restrictions than others and that health vulnerabilities remain. You should discuss any concerns with your Line Manager. Advice can also be sought from your nominated HR Officer, and the University's Occupational Health Practitioner. Advice can also be sought from [Care 1<sup>st</sup>](#), the provider of the University's Employee Assistance Programme and are an independent, leading provider of professional employee support services. Care 1st employs professionally qualified Counsellors and Information Specialists, who are experienced in helping people to deal with all kinds of practical and emotional issues.

**Q. Will Risk Assessments be carried out?**

A. Carrying out a coronavirus risk assessment will continue to be a legal requirement for employers, and they will still be required to take reasonable measures to manage the risk of coronavirus at their premises. The reasonable measures to be taken, such as physical distancing and other controls, will be for each organisation to consider depending on the nature of the premises and the risks of exposure to coronavirus identified.

**Q. Is there a difference between Flexible Working and Dynamic Working?**

A. Yes, Dynamic working is not the same as flexible working. Dynamic working is an arrangement in which an individual for example works part of their time at the workplace and part remotely, and potentially at different times. While there may be some structure to how and when teams agree to work remotely and on site, the dynamic working approach is a more informal and amendable agreement within the team. It's also important to note that the agreed dynamic working arrangement is subject to change as and when the needs of the role may change, and so it would not be appropriate to build a fixed arrangement around dynamic working (e.g. regular childcare during School hours).

Flexible working is a formal arrangement to balance your work and personal life, for example starting or finishing at defined times on specific days of the week, and this formal arrangement would constitute a change to your terms and conditions of employment and a Flexible Working application will still be needed in this case.

**Q. Is Dynamic Working suitable for all roles in the University?**

A. There will be roles that do not lend themselves to dynamic working. Similarly, there will be posts where on paper, all duties can be carried out remotely, however it remains important that we have a vibrant campus and be able to meet the needs of our students. Other boundaries to dynamic working could include the personal working environment of staff at home or access to appropriate equipment and IT systems.

[Resources](#) have been developed which will aid discussions about dynamic working in the context of the role and responsibilities carried out.

**Q. Can I ask to work from home all of the time?**

A. The pandemic was a very specific situation where large parts of the campus were closed and most students were studying online. Moving forward, it is not expected that anyone will work from home all of the time.

**Q. Can I use Dynamic Working arrangements to meet personal commitments, for example childcare or other caring responsibilities?**

A. Dynamic working is fluid and arrangements may change depending on the business need and the needs of other team members. It may enable you to strike a better balance, by making it easier for you to agree to work from home on days when you are not required on campus. This could make it easier to support your family, not just by taking out your commute, but also as you will have more flexibility when and how you deliver your work. It is however not

a fixed arrangement and cannot be used to provide cover for regular childcare needs. If you need certainty that you can have particular times or days, for example for child care / caring purposes, or you need a guaranteed arrangement to enable you to manage childcare on a regular basis, then this would be more appropriately dealt with under the University's Flexible Working Policy.

**Q. Is there a minimum/maximum number of days I can work at home if my role allows for hybrid working?**

A. The proportion of home and on-campus working will depend on the nature of your role and what is agreed locally. All teams are encouraged to discuss how dynamic working might work in their specific circumstances, although as noted above, it is not expected that anyone will work from home all of the time

**Q. If I am working from home, will I be expected to come onto campus at short notice, for example if other members of the team are absent and cover is needed in the office?**

A. One of the principles of dynamic working is that staff should be available and accessible whilst working remotely; this will include providing cover aligned with the requirements of the job.

**Q. Where the business need calls for staff to be on site, can dynamic working arrangements be changed temporarily?**

A. Yes. Dynamic working agreements are informal and do not represent guaranteed patterns. Individuals should be able to flex any dynamic working arrangement to be able to return to their core place of work, and hours of work, should this be required, in line with changing business needs. Working arrangements that require guaranteed patterns of work should be agreed through a flexible working request.

**Q. If I am working remotely, are there limits on where I can work?**

A. Yes, you will need to reside in the UK.

**Q. Where can I find advice on setting up my working environment at home?**

A. For a reminder on how to assess your workstation and other guidance on remote working please visit Health and Safety's webpage on [Home Working](#).

