



# PS 164 Home Working Policy

**Jan 2014**

**Version 1.1**

## **Statement of legislative compliance**

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.

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## Aims and objectives of the policy

Nottinghamshire Police recognises that there may be a need for police officers or police staff to work from home. This policy is designed for the line manager's reference when considering whether the Force can agree to a police officer or a member of police staff working from home. This may be for a particular reason or if the individual wishes to work from home.

The aim of the policy is to provide the information to support managers when considering whether to allow individuals to work from home for a specific reason or to aid their working objectives. The policy provides for the responsibilities of the line manager and the individual working from home.

The objective of the policy is to clarify the circumstances and parameters under which some individuals may work from home on a regular basis or undertake occasional home working. At the recruitment stage posts may be designated as suitable for home working on a full time or part time basis. This will be defined in the job description for the post. Each post will be considered on its merits.

The policy is applicable to police officers and police staff. It must be noted that there will be roles/positions where the opportunity to work from home is not applicable. The operational effectiveness of the Force must not be impacted by an individual working from home.

## Policy statement

### 1.1. Definition

There are three types of home working: occasional home working, regular home working and designated home working:-

**Occasional Home Working** is where the individual spends the majority of their time in the workplace but from time to time agrees with their line manager to work from home with use of their own personal computer.

**Regular Home Working** is where an individual has a regular pattern of working at home agreed with their line manager but has an office space at a Force property. The office space may not be a dedicated desk but a 'hot desk'.

**Designated Home Working** is where an individual is based at home rather than a Force property and for police staff this would be reflected in their contract of employment.

Individuals will be allowed to work from home provided they have prior approval from their line manager, either on a temporary or permanent basis. There is no limit on how many of their working hours individuals may work at home. They will, however, be required to attend any meetings or training designated by their line manager at any location. It must be noted that although individual's have access to the IS Service Desk, IS will not undertake home visits to service/support IT equipment.

## 1.2 Key Principles

- No individual will be expected to incur an additional workload due to colleagues working from home.
- Individuals working from home must adhere to Nottinghamshire Police policies and standards of behaviour.
- Individuals will not have a dedicated desk or office space once working from home commences.
- Travel expenses will not be reimbursed for travel from home to the normal place of work. The only exception would be if Nottinghamshire Police requested the individual to be a designated home worker.
- Individuals working from home will not suffer a detriment in terms of career prospects, or job enrichment.
- All requests for home working will be reviewed on merit. As every job is different and every police officer and police staff member different, the Force cannot guarantee that it will agree to every request to work from home. To work effectively, home working has to meet the business needs of the Force as well as the preferences of the individual.
- Home working is voluntary.
- Home working is not a right and is based on trust and mutual benefit.
- Home working is at the line manager's discretion following discussion with the individual.
- The request will not be unreasonably refused.
- Occasional home working will not change terms and conditions of employment or service.
- Individuals must be available by phone and email when required.
- The Force will not provide IT equipment except in exceptional circumstances.

## 1.3. Reasons for Working from Home

Managers may authorise home working on a temporary or permanent, either full time or part time for the following reasons:

- Operational or organisational need.
- Work life balance.
- The disability of a police officer or member of police staff.
- If an individual needs to complete a particular report / project with a deadline which requires an uninterrupted work environment, which cannot be provided within the required timeframe.
- If an individual is experiencing difficulties with travel arrangements due to public strikes or severe adverse weather conditions. This must be in line with the departmental Business Continuity Plans.
- There is no necessity for an individual to physically attend work for all of their contracted hours.

It must be noted that individual's with line management responsibilities and working in an operational environment are unlikely to be able to work from home on a regular or designated basis.

#### **1.4. Child care or caring responsibilities**

Where the request is for permanent or regular working from home and is due to childcare or carer responsibilities, please refer to and fulfil PS149 Flexible Working Policy/PD613 Flexible Working Procedure as well as completing the Homeworking Form under this policy and procedure.

#### **1.5. Responsibility for Costs Incurred**

An individual who is authorised to work from home does so on the clear understanding that the following additional costs incurred through home working are to be borne in full by the individual concerned:

- Work equipment may be provided by the Force and a record should be kept of all equipment supplied. Any work equipment must be returned if the individual no longer utilises the facility of working from home or on leaving the organisation.
- The Force will not reimburse costs for anti-virus software, telephone line installation and usage or broadband connection and any on-going costs including heating and lighting.
- The cost of necessary telephone calls may be claimed by the individual based upon their land line telephone usage statement. Mobile phone call costs will only be reimbursed in exceptional situations.
- No expenses will be paid to travel to what would otherwise be the individual's 'normal' place of work.
- Travel expenses will be allowed for visits to other locations if they are more than the cost of travel to the 'normal' place of work.

#### **1.6. Confidentiality**

The Line Manager must authorise the type of work to be undertaken by the individual when working from home. It is important to note that all individuals who are authorised to work from home are permitted to do so only if the material being worked on will be safe and secure. Complete confidentiality must be maintained at all times.

Information security issues are of the utmost importance. Access to and use of force systems and information are subject to our force policies on remote working, information security, protected marking and acceptable use of systems. Individuals who are working away from police premises must take all reasonable steps to ensure that any protectively marked material must not be seen by partners, family members or friends at the individual's home, locked away when not being used and any electronic files must be kept on an encrypted device. Individuals should not transfer any Force information to their personal systems. Individuals must be equally careful in this respect when travelling, e.g. on train journeys, at hotels. Breaches of information security or confidentiality may lead to a disciplinary investigation.

Official papers, copies of e-mails and computer prints which require destruction must be destroyed and disposed of in accordance with Force procedure 'Management of Records including Disposal and Retention'. Unless an appropriate shredder is available at home protectively marked paperwork must be brought to police premises and placed in containers for subsequent secure destruction. Non Protectively Marked material may be torn into small pieces and mixed well with domestic rubbish. Other work waste such as CD's or DVD's must be returned to Police premises for disposal.

Police officers and police staff must not receive applicants, representatives or members of the public as visitors to their home in connection with a work activity.

### **1.7. Support, Pay and Sickness Absence**

Individuals who choose to undertake home working during unsocial hours rather than being contracted to do so will not be eligible for unsocial hours or weekend working payments or their associated time off in lieu arrangements. It must be noted that Information Services do not provide out of hours support.

PS 160 Police Staff Flexitime Policy applies as normal.

If an individual is unable to carry out home working due to sickness absence, they must follow the normal sickness absence procedures and contact their line manager to report sick.

### **1.8. Health and Safety Considerations**

Under the Health and Safety at Work Act, 1974, Nottinghamshire Police is responsible for an individual's working for Nottinghamshire Police safety at work. This applies to home working. However, the individual has an obligation to ensure that they take reasonable care not to harm themselves or others.

The Health, Safety and Welfare of our people is of paramount importance for the Force. Before any individual is approved to work from home, they must ensure that their work place at home will be safe, secure and complies with all health and safety requirements. In particular a Display Screen Assessment should be completed. This may be found on the intranet. If this assurance cannot be given then home working will not be permitted.

### **1.9. Insurance**

Police officers and police staff should note that working from home may affect the home and contents insurance policy of the householder. It is the individual's responsibility to ensure that they are adequately covered including provision for the theft or damage to any equipment provided by the Force.

It is important to note that failure to inform domestic insurers of home working may result in insurance cover being rendered invalid.

### **1.10. Working Time**

Individuals working from home have a great deal of autonomy regarding the structure of their working day. This can, on occasions, lead to a circumstance where an individual could work excessive hours. Individuals are responsible for monitoring their time worked to ensure it does not become excessive and that they comply with the relevant working time regulations.

### **1.11. Expenses**

When working occasionally at home, individuals cannot claim for travel between the home working environment and their administrative or operational base. This is considered normal commuting.

An individual who is recruited into Nottinghamshire Police as a dedicated home worker will be able to claim travel between home and Nottinghamshire Police offices in accordance with normal travel and subsistence allowances. This must be agreed at the recruitment stage.

Where business mileage is incurred, this may be claimed from the home working environment or the administrative base, whichever is the lesser.

### **1.12. Trust**

The operation of working at home arrangements relies on trust between the Force and the individual. It is implicit that the time recorded as working from home will actually be worked. Should any false claims be made for time worked, this will be considered a serious breach of trust and will be dealt with accordingly under Police Regulations or PS 148 Police Staff Misconduct Policy.

### **1.13. Use of Own Vehicle**

The individual is responsible for updating HRMS to show that they have 'business use' cover on their motor insurance. Any additional costs incurred for 'business use' cover is at the individual's own expense.

### **1.14. Inspection**

Nottinghamshire Police retains the right to check the individual's work area in their home for health and safety and information security purposes. The requirement for such a request will depend on the nature of the work undertaken.

### **1.15. Termination of a home working arrangement**

Nottinghamshire Police reserves the right to withdraw home working from an individual or from specific posts. Subject to the exigencies of the Force reasonable notice will be provided. Any work equipment provided to facilitate home working must be returned promptly to the Force on termination of home working arrangements.

### **1.16. Monitoring and Review**

The Head of HR & OD is responsible for the monitoring of requests and use of home working. Periodically a review of the number of individuals working from home shall be managed to ensure there is no negative impact on Information Services support availability to the Force.

## Related documents and Appendices

### Administration

<b>Version Control</b>	
<b>Section changed</b>	<b>Details of change</b>
1.0	New Policy
1.1	Cross reference to force remote working policy

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