

Occasional Home working policy

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This procedure does not form part of the employee's contract of employment.

1. Introduction

Maestros recognises occasional homeworking can be of benefit to the employee and to the services we provide. It can improve work/life balance and help to meet the different needs of our workforce including to:

- Balance our business needs and the needs of the employee.
- Improve the ability of Maestros to attract, and retain high quality employees.
- To reduce unnecessary travel and expense

Homeworking may involve using electronic systems to accomplish the work and to keep employees in contact with work colleagues and managers.

2. Employees covered by this Procedure

This procedure is applicable to Central Services staff at Berkshire and teaching staff who are undertaking administrative duties.

3. Key principles

Maestros will support homeworking where it meets justified operational needs of the business as well as the needs of the employee, and where there are no funding implications. Not all jobs are suitable for homeworking but line managers must consider any request on its merits.

Homeworking must:

- Support the team's normal ability to meet our objectives
- Support the team's normal provision of services to Maestros colleagues or other customers
- Enable the team to maintain its quality of service
- Be reasonable and not cause unfair distribution of work

Homeworking is a voluntary ad hoc arrangement and terms and conditions of employment are not altered by such an agreement.

Homeworkers cannot claim travel and subsistence allowances including mileage payments, for any journeys to their contractual office as these journeys are viewed by HMRC as ordinary commuting.

The line manager will monitor work output and performance. The same standard of performance applies to all employees working from home as to office based employees. Homeworkers will be required to comply with all Maestros policies and procedures particularly in regard to data protection, confidentiality & health and safety. It is the employee's responsibility to be aware of and comply with the requirements of the policies and procedures.

The line manager must be able to contact the employee working from home during contractual working hours.

Employees should take steps to ensure the security of Maestros and third party property and information in their possession. Any breach of security or confidentiality may result in the withdrawal of ad hoc homeworking and disciplinary action may be taken.

Employees working at or from home are responsible for any tax mortgage implications arising out of their homeworker status. It is strongly recommended that employees investigate any likely tax and mortgage implications before they commence the homeworking arrangement, and then periodically to ensure the position has not changed. Employees are required to cover their own costs in respect of broadband, heating, electricity etc as a result of working from home.

Although homeworking can help to manage any caring responsibilities for dependents more effectively, it must not replace normal caring arrangements. It is not acceptable that the employee combines caring responsibilities with work as this is detrimental to the work carried out by the employee working from home. Maestros expect the employee to be working during contractual hours and to do otherwise is a breach of ad hoc working from home. It is further the employee's responsibility to notify their line manager of any changes to the personal circumstances that are relevant to allowing working from home.

Health & Safety

Under the health and safety at work act 1974, Berkshire Maestros is responsible for employees' safety at work. The employee is responsible for ensuring their own health and safety including the provision of a safe working environment whilst at home.

The employee also has an obligation to ensure that they take reasonable care not to harm themselves or others. The Working Time Regulations also apply and homeworkers must ensure they keep working hours within the legal limit. If using a computer, they should take appropriate breaks and have regular sight tests.

For personal safety, work related meetings should not be held in the home and the employee's personal home telephone number or address should not be given out to customers or companies. All work related external post should be addressed to the employee via their Maestros office.

To help ensure the employee's personal safety, the line manager needs to be aware of the employee's whereabouts during working hours. Employees are therefore required to comply with any checking in arrangement or team calendar system agreed between the line manager and the employee.

In the best interests of the employee and for the protection of the Berkshire Maestros we reserve the right to check the employee's home work area for health and safety reasons.

Homeworkers will complete the homeworking health and safety check list at least annually, or whenever the homeworking address/general situation is changed or a work related accident work related ill health issue is reported. The employee will provide their line manager with a copy of this document for discussion and review.

The completed checklist will be discussed with the line manager and if any issues are highlighted actions will be agreed and completed before further work is done from home. If the employee has an accident whilst working from home, this must be reported in the same way as an accident in the office – i.e. it will be notified to the line manager as soon as possible and appropriate investigations would be carried out and details entered onto the accident reporting form.

Data Protection

Staff who work from home are under an implied duty of confidentiality and are required to ensure that any Berkshire Maestros work they produce or have access to is maintained confidentially. Any breaches would be considered in line with Berkshire Maestros Disciplinary Policy and Procedure.

Insurance

Maestros' public liability insurance, which covers legal liability of Maestros and its employees for injury and/or property damage to third parties caused whilst on Maestros business, does not extend to employees working from home because we make no obligation upon staff to work from home.

It is the responsibility of the employee working from home to provide adequate home buildings and contents insurance and personal liability insurance. Maestros will not accept liability for general damage caused to the home or its contents.

How to apply

Staff who work from home on an ad hoc basis, will need to get approval from their line manager who will assess if the request can be accommodated based on what is operationally possible. Staff would not be able to work from home where they are unable to comply with Health & Safety and Data Protection principles. It is also expected that employees who are allowed to work from home will be able to carry out all duties that are normally carried out at their contractual place of work.

Staff may from time to time be required to work from home should Berkshire Maestros be required to close music centres. In such circumstances staff would be required to access MS Teams portals to keep in contact and would be required to sign out when taking breaks and having lunch during their working day.