

**HYBRID WORKING APPLICATION FORM – 2021/22**

*[Interim Form which incorporates return to campus arrangements following pandemic]*

Please refer to the School’s Hybrid Working Guidelines <https://restricted.web.inf.ed.ac.uk/infweb/admin/hr/hybrid-working> before completing this form; we would also advise reviewing the University Hybrid Working Framework (<https://www.ed.ac.uk/hybrid-working>)

You are encouraged to have an interim discussion with your line manager before submitting this form.

|  |  |
| --- | --- |
| **NAME** |  |
| **CURRENT FTE**  **and**  **CURRENT WORK PATTERN****[[1]](#footnote-1)** |  |
| **DATE OF APPLICATION** |  |
| **LINE MANAGER** |  |

*There is an expectation that at least 50% of contracted hours are spent on campus each week (or averaged over a fortnight) or one day each week for those on contracts of 0.2 FTE or less.*

*Decisions will be based on the expectations of your role and/or service you and your team provide; your Team’s needs; and your individual preferences. Hybrid working patterns will not be fixed beyond July 2022, and will be subject to review as outlined in the School’s guidelines.*

**Proposed Hybrid Working Pattern**

|  |  |
| --- | --- |
| **Proposed days on campus** (if flexible please say so) |  |
| **What impact do you think your proposed hybrid work pattern will have on your team/research group and the School?**  **How would you suggest impacts are managed?** |  |
| **Proposed start date[[2]](#footnote-2)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment**  *Refer to the School Guidelines on equipment that can be provided* | **Equipment currently at home (or remote location)** | | **Equipment currently on campus** (if unsure what is on campus, please indicate) |
|  |
| **Personally owned** | **School owned** |
| **Chair** |  |  |  |
| **Desktop[[3]](#footnote-3)** |  |  |  |
| **Laptop[[4]](#footnote-4)** |  |  |  |
| **Docking station for laptop** |  |  |  |
| **Power adapter for laptop** |  |  |  |
| **HDMI/USB adapter for laptop** |  |  |  |
| **Monitor** (indicate how many currently at each location) |  |  |  |
| **Web camera (either built-in to laptop or standalone)** |  |  |  |
| **Keyboard** |  |  |  |
| **Mouse** |  |  |  |
| **Headphones with microphone** (as per School Guidelines, required when working in shared spaces at home; advised when working in shared spaces on campus) |  |  |  |

*It is assumed that all staff will have a desk at which they can work at home, and a reliable network connection.*

A [Display Screen Equipment assessment](https://www.ed.ac.uk/health-safety/training/e-learning/cardinus) will need to be undertaken at both your off campus and on campus work spaces, however it is difficult to do this until equipment that needs to be returned to campus has been returned, and appropriate equipment set up at your off campus location. Refer process map below for procedure:

**Interim[[5]](#footnote-5) Process for Hybrid Working Requests**

***For completion by line manager***

**Agreed Hybrid Working Pattern**

|  |  |
| --- | --- |
| **Staff member’s name** |  |
| **Approved by and date** |  |

**Agreed Hybrid Working Pattern**

|  |  |
| --- | --- |
| **% contracted hours on campus**  **and agreed days on campus** |  |
| **Any other specifics agreed** |  |
| **Proposed start date[[6]](#footnote-6)** |  |
| **Any specific review date[[7]](#footnote-7)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment Required** | **At home**  **(or agreed location)** | **On campus** |  |
| **Chair** |  |  | *Request via Facilities is using RT system* |
| **Laptop** |  |  | *Request via Computing Support is using RT system* |
| **Docking station for laptop** |  |  |
| **Power cord with HDMI/USB adapter for laptop** |  |  |
| **Monitor** |  |  |
| **Camera** |  |  |
| **Keyboard** |  |  |
| **Mouse** |  |  |
| **Headphones with microphone** |  |  |

*Refer to above Guidelines on transportation of chairs and monitors to and from campus*

|  |  |  |
| --- | --- | --- |
| **Display Screen Equipment Assessment** | **Date Completed** | **Date issues highlighted in DSE resolved** |
| **Home/Remote workspace** |  |  |
| **On campus workspace** |  |  |

*Once this has been completed, including the DSE Assessments, please send this agreed hybrid working pattern form to* [*InfHR@ed.ac.uk*](mailto:InfHR@ed.ac.uk) *(DSE Assessments do not need to be sent). Line Manager should retain a copy for their own reference.*

1. For example, compressed hours agreed via an agreed flexible working arrangement [↑](#footnote-ref-1)
2. Likely to be dependent on our Return to Campus approach and Scottish Government decisions

   [↑](#footnote-ref-2)
3. Those using their own or self-managed devices need to comply with the University’s Bring Your Own Device Policy - <https://www.ed.ac.uk/infosec/information-protection-policies/guidance-how-to-conform-with-policy/using-byod-or-self-managed> [↑](#footnote-ref-3)
4. Those using their own or self-managed devices need to comply with the University’s Bring Your Own Device Policy - <https://www.ed.ac.uk/infosec/information-protection-policies/guidance-how-to-conform-with-policy/using-byod-or-self-managed> [↑](#footnote-ref-4)
5. We would expect this process to be streamlined and clearer after this initial trial period [↑](#footnote-ref-5)
6. Unless stated otherwise, agreements will be subject to review at the end of semester 1 2021 with a view to making any adjustments necessary for the remainder of the AY 21-22 trial period [↑](#footnote-ref-6)
7. A review date may be necessary for academic staff who have semester 2 teaching commitments that are yet to be finalised [↑](#footnote-ref-7)