

CASUAL HOMEWORKING GUIDE

Human Resources and Organisational Development



PLYMOUTH
CITY COUNCIL

Casual Homeworking

Working from home on a casual basis must be approved by management and is usually approved where:

- A specific task needs a quiet environment to give it concentrated attention and can be dealt with more efficiently at home.
- There is difficulty in getting to work for example transport/adverse weather conditions.

Key Principles

Management are to take into consideration the following:

- Can sufficient and adequate cover be maintained within the office?
- Are there clear work objectives and measurable outputs?
- Can the requirements of the Data Protection Act be maintained?
- Are appropriate systems in place to maintain security of data (in line with the Data Protection Act) and protection against viruses etc?
- Are there any Health and Safety Risks which need to be considered?
- Is there availability of a suitable area to work at the employee's home?
- Does the employee have access to relevant equipment in order to work from home (e.g. work laptop or personal computer)?
- Does the employee know who to contact in the case of an emergency?
- Employees working from home need to make their whereabouts and contact number(s) known to their manager.
- In the event of an accident, the employee will be required to complete an incident report form.
- Never allow a client/customer to visit an employee's home on business.
- How will the employee protect the equipment loaned whether at their home or in transit between their home and workplace?
- Business telephone calls made from home cannot be claimed back via expenses.

This list is not exhaustive and there may be other considerations management takes into account when deciding whether casual home working is appropriate.

Employees working at home, with the agreement of their manager, are covered by our insurance policy for employer's liability and personal accident in the same way as office-based employees. Equipment supplied to the homeworker is also covered by the Council's insurance arrangements providing it is used for work purposes only.

Other relevant guide/policies

- All policies and procedures apply