

Home Working Agreement – [Name]

This document records the agreement between Angus Council and [name of employee] on the special terms and conditions that will apply to the employee as a homeworker at the following address:

[address]

Other terms and conditions are contained in the employee's statement of employment particulars and the council's Conditions of Service and remain unchanged.

Reporting relationship

While working at home, the employee will report to [name of line manager].

Pay

While working at home, no overtime or additional allowances will be paid, unless express written authority is given in advance from [name of line manager] that the employee is to carry out additional work over and above his/her normal work.

OR

The minimum amount of work to be completed is [x].

Duties / outcomes

The job duties / outcomes that the employee is required to carry out at home are:

Hours of work

Agreed hours of work are

OR

The employee is not subject to any fixed hours of work and is free to perform the agreed work at times that suit him/her.

OR

There are core hours during which the employee must be available either to respond to telephone calls or to meet with management. These core hours are from [] to [] on [days of the week].

Rest breaks

The employee must ensure that he/she takes adequate rest breaks as detailed in Personnel Advisory Bulletin 45 [Working Time Regulations](#)

Sickness

If the employee is sick and unable to work, he/she must follow the council's Sickness Absence Reporting and Certification Procedure.

Review Period

Initial agreement to undertake home working will be for a period of x months, and thereafter will be reviewed at intervals of not more than x months.

Communication

[specify how, and how often, communication between the manager and the employee will take place.]

Visits to the organisation's premises

The employee is required, on request, to attend the council premises for purposes such as training, performance review and team briefings. This will normally not be more frequent than [one day per month/half a day per month/two days per month/one day per week] and the dates and times of such visits will be agreed in advance.

Performance management

The employee's line manager will conduct a performance appraisal with the employee once a year, in accordance with the council's appraisal scheme. The assessment will include a discussion of the specific issues associated with home working and any problems or issues that the employee has experienced or that the manager believes have arisen.

Visits to the employee's home

It is a condition of this home working agreement that the employee agrees that their manager may visit the employee at home at agreed times for work-related purposes, including [choose the relevant points and expand on them as necessary]:

- delivering and collecting work;
- reporting;
- performance monitoring and feedback;
- general discussions about work-related matters;
- ensuring health, safety and security; and
- any other work-related purposes that the organisation considers appropriate.

Equipment and materials

The following equipments will be provided and maintained by the council:

- a (laptop) computer;
- a printer;
- a photocopier;

- a scanner;
- a mobile telephone;
- a filing cabinet;
- [add/delete items as appropriate].

It is the employee's responsibility to report any faults or problems with equipment immediately. The employee will allow access to their home to undertake maintenance and repair of equipment if required.

On termination of the employee's employment for any reason, the council will have the right to visit the employee's home at an agreed time and retrieve all council property.

Expenses

No allowance will be paid for heating, lighting, internet, use of personal telephones or other costs incurred from working at home.

Mileage between home and agreed council work / administration base will not be paid.

A statement may also be included advising that certain costs incurred by the council will be reclaimed should the employee resign, or request to return to office-based work, within a set timescale.

Telephone and internet accounts

The employee will pay the costs of any internet / telephone connection fees in their home and any additional internet charges incurred.

The council will pay the bills for all work related calls made by the employee on a mobile phone provided by the council.

Stationery

The employee should ensure any stationery orders are placed by contacting xxxx.

Insurance

The employee is responsible for checking that all home and contents insurance policies provide adequate cover for the fact that he or she works at home.

Any increase in insurance premiums must be met by the employee.

Security / Confidentiality

The employee must not allow members of his/her family or third parties who are not employed by the council to access or use the council equipment at any time.

All documents and information associated with council business must be kept secure at all times. Specifically, the employee is under a duty to:

- keep filing cabinets and drawers locked when they are not being used;
- keep all documentation belonging to the council under lock and key at all times except when in use; and

- set up and use a unique password for the computer.

Equipment provided by the council for the employee must be used only for work related purposes and must not be used by any other member of the family at any time or for any purpose.

Health and safety

The council is obliged under health and safety legislation to ensure the health and safety of home workers in the same way as for office based staff. The organisation will therefore take appropriate steps to ensure that:

- all equipment and systems of work in the employee's home are safe;
- all articles and substances are safely handled and stored;
- a risk assessment analysis of the employee's workstation is conducted (attach);
- information and training on the safe use of equipment, including display screen equipment, is provided to the employee; and
- risk assessments are carried out in respect of the work that the employee is carrying out. (attach.

The employee has a duty to ensure, insofar as is reasonably practicable, that he/she works in a safe manner and follows all health and safety instructions issued by the council.

If the employee proposes to make any changes at home which will affect any of the above, the manager must be informed and further health and safety risk assessments may be undertaken.

Moving home

If the employee moves home, this agreement will be reviewed and may be terminated.

Job Specific

This home working agreement is specific to the employee's current job; namely xxx. If the employee moves to another job a new workstyle may be applicable and / or a flexible working application to undertake home working should be made.

Employee's name Signature Date

Manager's name Signature Date