

For general HR Advice during this period of College disruption, please email HR.Resourcing@colchester.ac.uk

GUIDANCE FOR STAFF ON WORKING REMOTELY DURING COLLEGE DISRUPTION

Full information on how to work remotely has been posted on the CI website under the staff button. <https://www.colchester.ac.uk/covid-19-coronavirus-latest-advice/>. You can also access your emails remotely from most devices and computers by clicking on this link or pasting into your browser <https://mail.colchester.ac.uk>

Your manager will have agreed with you what work you will be undertaking remotely during this period and the communication arrangements. Working remotely could include checking emails, delivering teaching sessions virtually or interacting on-line with students and their work, assessing work, planning resources and courses, as well as self-directed or line manager directed CPD. In many support roles it will be possible to undertake many normal tasks and duties. It is a reasonable expectation that you will check your emails at least every two hours during normal working hours.

You are encouraged to set up whatever methods of communications you wish as a team to ensure that social interaction continues between you and your work colleagues. However, when setting up team a WhatsApp group, for example, please be mindful that this is a work group and that communication must be appropriate and not breach our policies on Dignity at Work, Equal Opportunities and Data Protection.

We recognise that some roles cannot operate remotely and your manager will have agreed with you if it is not possible for you to work from home. Your pay will not be affected in these circumstances. It is also recognised that there will be some instances where the agreed activities needs to change due to personal circumstances, and managers will work flexibly with staff to accommodate this. In some roles work will diminish the longer this situation continues. In this situation it is possible that your manager may ask you to carry out some work that is not your usual activity but that is nonetheless appropriate, in its nature, to your job role.

Staff welfare is of paramount importance during this period and you are encouraged to use your annual leave during periods where you cannot be as productive as you would like, so that there is no expectation upon you to work.

For general HR Advice please email HR.Resourcing@colchester.ac.uk