

HOME WORKING POLICY



1. INTRODUCTION

EONI recognises that there may, on occasion, be circumstances when it would be more beneficial or flexible for staff to work at home during normal office hours in order to complete a particular task or special project. This policy will only deal with situations for occasional one-off home working and is separate from the statutory right to apply for flexible working from home on a regular or permanent basis. This policy has been developed in accordance with NIO Code of Practice which sets out principles and working practices on security in respect of working away from the office on paper and electronic documents which have a protective marking and those which are not protectively marked. The Code is available on TRIM Ref: 2009/003304 and should be read in conjunction with this policy.

2. APPLICATIONS

Prior permission is required before an employee can work at home. The employee should make the request to their appropriate line manager (see Annex A). This form will be used by HR to validate authorisation from weekly attendance sheets which will record home working. The decision of the line manager is final (the line manager must be Staff Officer grade or above); however, authorisation will be dependent upon the employee:

- Making appropriate arrangements for the care of any dependents during working hours, as the employee must not be responsible for caring/supervising any dependents while working from home.
- Being available during the nominated date/hours and a direct contact number must be provided.

3. MANAGING PERFORMANCE AND OUTPUT

Arrangements for monitoring will be agreed between the employee and their line manager within the normal performance management procedures ie, setting targets,

workload to be completed, the precise project or task which must be completed. The key to a successful arrangement will be establishing objectives at the outset to ensure that the expectations of both parties are met. In particular, line managers will need to consider:

- Suitability of the type of work/task for homeworking;
- Employee's ability to work without direct supervision;
- Employee's track record in meeting deadlines including their self motivation and discipline;
- Impact on the rest of the team/Area Office.

4. SECURITY

Staff are only authorised to process protectively marking material on equipment provided by EONI which has the appropriate security controls. Staff are required to take strict care of all EONI laptops, to keep it secure and to use it in accordance with IT policy - security operating procedures, email and internet etc. Staff must also ensure they sign the IT log book to acknowledge responsibility for the equipment.

5. WORKING ARRANGEMENTS

Direct Access to Network

All staff have access to an EONI laptop which may be connected to the EONI network, for authorised home working. All laptops must be returned at the end of the home working arrangement and any equipment must NOT be left unattended in any vehicle at any time.

Non-Direct Access to Network

Staff without broadband access or who will be working on material that is not protectively marked, sensitive or personal will be permitted to work on a personal laptop/PC which must be secured with a password. This can only be used to process non protectively marked data – please refer to NIO Code of Practice on using a Home PC for Work Related Purposes [Section 11] which details points staff should consider including anti-virus programs, personal firewalls etc.

6. DATA PROTECTION

Staff working from home are responsible for complying fully with the Data Protection Act, and must ensure that any personal or sensitive information is held securely eg Iron Key, EONI encrypted laptop to ensure electronic information cannot be accessed by anyone else who may reside in the premises.

7. HEALTH AND SAFETY

Whilst working from home, the duties under the health and safety legislation are still applicable to staff and EONI. Staff must take reasonable care of their own health and safety ie, using electrical equipment, working with VDUs, lighting, heating etc. Although it is expected that homes are suitable for the purposes of work, EONI reserves the right to carry out a risk assessment to ensure that work can be carried out safely and that personal equipment and information used for work purposes is held securely.

8. EXPENSES

Employees who work from home are expected to provide their own heating, lighting, desk etc. EONI will not pay any monthly rental broadband fees, connection costs or provide any software requirements. EONI will pay for all business telephone calls providing that a clear record of calls and an itemised bill is produced and submitted that clearly details calls made for home working purposes.

9. COMPLIANCE

Failure to comply with any aspect of this policy or related policies such as health & Safety, IT policies, may constitute a disciplinary offence. EONI will consider all requests for occasional home working, however, reserve the right to withdraw approval if it is believed its use will be abused or for any other reasonable needs to carry out its business.

Signed: _____
Chief Electoral Officer

Signed: _____
NIPSA

Dated:

Dated:

**ELECTORAL OFFICE FOR NORTHERN IRELAND
HOME WORKING REQUEST FORM**

Name:		Grade	
<hr/>			
Home working Location:			
<hr/>			
Date(s) Requested:			

Reason for Request:

TO BE COMPLETED BY APPLICANT			
Name:		Signature:	
		Date:	

TO BE COMPLETED BY LINE MANAGER:

APPROVAL:	PLEASE TICK
The post/task is suitable for home working	<input type="checkbox"/>
Clear and achievable outcomes have been agreed for performance	<input type="checkbox"/>

NOT APPROVED:	
The post/task is not suitable for home working:	<input type="checkbox"/>
<u>The reason is as follows:</u> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

Line Manager:		Signature:	
		Date:	

PLEASE FORWARD TO THE HR SECTION

