New Ways of Working Framework: summary

		On-site	Occasional Remote	Regular Remote	Primarily Remote
Location	On-site working as standard	✔			
	You work on site and occasionally remotely, when opportunities arise		✔		
	You work on site and you have an agreed pattern of remote working (<80%)			✔	
	You work remotely for much of your working hours (80%+)and you have agreed types of activities which require you to be on site.				✔
Attending meetings	You should discuss and agree with your line manager which meetings and events it is appropriate for you to attend in person and which remotely.		✔		
	There are some meetings and events that it is important for your work, for your development and for the team that you attend in-person You should plan this into your diary and make arrangements to be there physically.			✔	✔
Safety	You will continue to access health and safety risk management and support through the usual processes.	✔			
	You must ensure that a Display Screen Equipment (DSE) assessment of your remote work station has been completed before beginning remote working and discuss any additional needs with your line manager. Other health and safety risk management and support will be accessed through the usual processes.		✔	✔	✔
Workspace	You should ensure that a suitable and equipped work space is in place when working remotely and are responsible for ensuring adequate internet access.		✔	✔	✔
IT equipment	Your workstation may include accessories to support online meetings and collaboration.	✔			
	When working remotely, you may be using a work laptop or your own equipment.		✔		
	You are likely to have a laptop for use on site and remotely which you will need to transport between work locations. You may require a screen and headset for remote working.			✔	
	You will work with either a laptop or desktop, with screen, webcam and headset as required.				✔
Phone	You will probably use MS Teams and likely have access to a landline or softphone (phone calls via computer rather than handset).Where necessary to your role, you may be provided with a mobile phone.	✔	✔	✔	
	You will probably make regular use of MS Teams and may have access to a softphone. If necessary to your role, you will be provided with a mobile phone.				✔
Printing and consumables	Wherever possible, you will avoid printing and using consumables which impact the environment negatively. You can access what you need according to local on-site norms.	✔	✔	✔	
	Wherever possible, you will avoid printing and using consumables which impact the environment negatively. If you need, you can claim back costs or consumables through expenses. The University is unable to support remote printing.			✔	✔
Insurance and tax	You should ensure you understand what is and is not covered by the University's insurance when working remotely - see: https://finance.admin.ox.ac.uk/insurance#/		✔	✔	✔
Data security	You are responsible for ensuring the security of your own equipment that is used when working remotely. Plan appropriately for the additional steps required to manage securely paper documentation off-site.		✔	✔	✔