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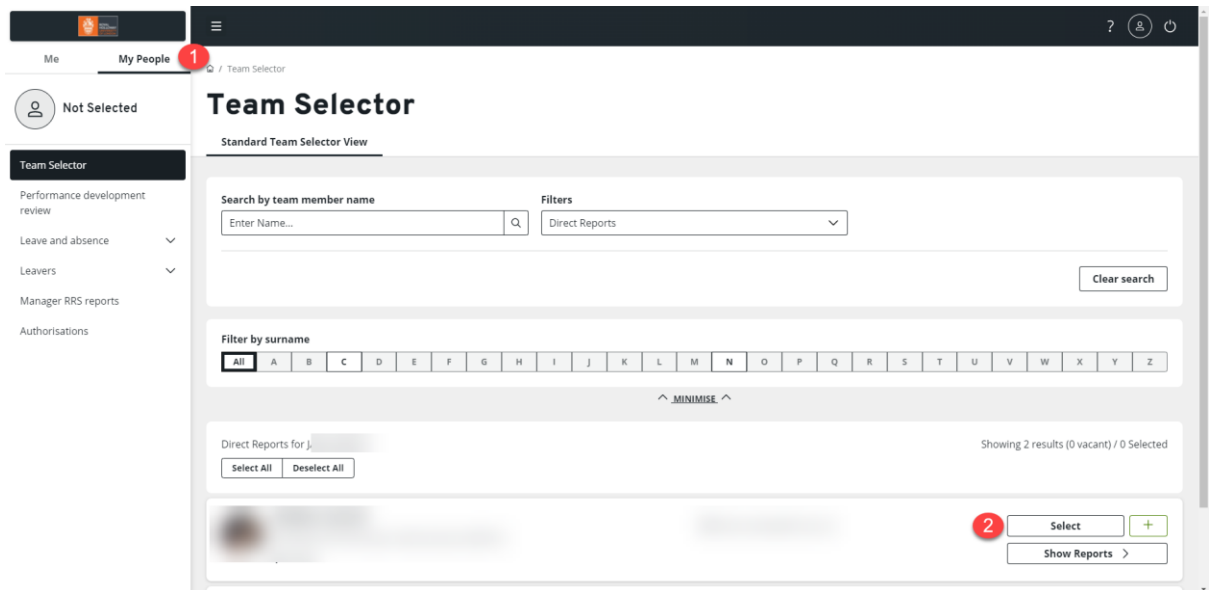
Introduction

This form should be used by Managers to record the initial assessment of the hybrid working arrangement based on business need and to record the agreed arrangements following the meeting. It is in three parts and each part section needs to be completed to provide an understanding of what is the minimum occupancy based on business needs only, compared to a working model which accommodates personal circumstances. Please complete all parts of the form to allow us to understand the main considerations that have been made. These insight will help to plan our estate strategy.

Manager completing the initial hybrid working form

1. Log into MyPeople and select Team selector from the side menu.

2. Select the employee that you need to amend, then Hybrid working will appear on the side menu



3. Select the down arrow next to Hybrid working to show three options
4. Select Hybrid working – Initial
 - Hybrid working – Initial : To be used when making the first hybrid working request during the pilot period
 - Hybrid working – Changes : To be used when making changes to hybrid working arrangements during or after the initial pilot period
 - Hybrid working – History: To be used to view the previous hybrid working forms you have submitted.



Hybrid working – Initial

Part 1: Manager’s assessment of suitability of post for hybrid working

Part 1 of the form is the manager’s assessment of the suitability of the post for hybrid working. Once you have completed Part 1 then you can save but not submit the form (Save-

No-Submit) and return to it once you have had a meeting with the colleague to discuss their hybrid working arrangements.

- **Job title** – type in the job title for the post that you are assessing.
- **Initial assessment of post for hybrid working** – select the option that matches the business needs for the post (On-campus low – less than 20%, On-campus medium – 20% to 90%, On-campus high – more than 90%).
- **Reason for managers assessment** – add text to indicate why this assessment has been given remember to ensure matters such as different requirements for term-time/holiday periods are taken into account if relevant to the post.

Select Save-No Submit when you have completed Part 1. At this point the post holder will be able to see the request in their MyView but they will not receive an email notification to review it.

Part 1: Manager's assessment of suitability of post for hybrid working

Job title ⓘ

Initial assessment of post for hybrid working ⓘ

-- Select One -- ▼

Please ensure matters such as different requirements for term-time/holiday periods are taken into account if relevant to the post.

Reasons for managers assessment ⓘ

20000 characters remaining

Part 2: Record of line manager and employee discussion

Once you have had your hybrid working meeting with the employee you should complete Part 2 and Part 3 as a record of your discussion.

Part 2: Record of line manager and employee discussion

Date of discussion •



dd/mm/yyyy



This is mandatory

Any personal factors considered:



Discussion details •



20000 characters remaining

Date of discussion – add the date when the meeting or discussion took place.

- **Any personal factors considered** – select personal factors considered during the discussion
- **Discussion details** – add text summarise the discussion. This information will be shared with the employee as they will be able to see the form in MyView.

Part 3: Hybrid working proposal – Line manager to complete

The line manager should complete Part 3 of the form following the discussion to record the agreement reached following the discussion.

- **Hybrid working option agreed following initial discussion** – select the relevant option
- **Hybrid working proposal** – add any text in support of the hybrid working arrangements agreed.

Part 3: Hybrid working proposal - Line manager to complete

Hybrid working option agreed following initial discussion • (i)

-- Select One -- v

Hybrid working proposal - Line manager to complete, taking into account employee discussion • (i)

20000 characters remaining

Submit the form once you have recorded the information so that the employee can review it in MyView.

Hybrid working – Changes

This form should be used when there are changes needed to the Hybrid working arrangement. It should be completed in the same way as the Hybrid working – Initial form.

Hybrid working – History

A full history of all of the Hybrid working forms that you have submitted is available. To view these:

1. Select Hybrid working – History
2. Select MyForms in the Event Filter
3. Add or remove Authorised from the Status Filter, depending upon what you want to see.
4. Select the down arrow next to the Raised Date to see additional details
5. Select the Description to open the form.

Form History

Keyword Search: Enter keywords to search

Date From: dd/mm/yyyy

Date To: dd/mm/yyyy

Event Filter: MyForms

Status Filter: Authorised

Clear search Search

Results per page: 20 Showing 12 results

Description	Employee	Event	Status	Raised Date
Hybrid working - Changes	DONNA CLEAVE	MyForms	Authorised	10 Nov 2021
Hybrid working - Changes	DONNA CLEAVE	MyForms	Authorised	10 Nov 2021
Hybrid working - Initial	DONNA CLEAVE	MyForms	Authorised	9 Nov 2021

Log off

Whenever you have finished using MyView it is important to sign out of the system. Do not share your MyView password with anyone and do not save data from the system to ensure compliance with GDPR.