



# **ECCLESFIELD PARISH COUNCIL**

*Serving the Community since 1894*

## **WORKING FROM HOME POLICY**

### **Policy brief & purpose**

Ecclesfield Parish Council designed their work from home policy to make sure that working from home is beneficial to their employees and company.

### **Scope**

Ecclesfield Parish Council work from home policy applies to Staff who may on occasion prefer working from home. A laptop and access to the shared drive would be made available to staff whilst working from home.

As the post is part-time staff may work from home on certain days as well as working at the office when required.

Work from home arrangements can be occasional, temporary or permanent.

Reasons for working from home may be determined by the weather, travelling a distance to work at the office or other reasons.

Any data whilst working from home must be protected from cyber-attacks and the Parish Council's laptop must be used in line with the Parish Council's IT Policy. Data Protection and GDPR must be applied whilst working from home.

The Staffing Committee would consider the request to work from home and ensure staff has the equipment necessary to complete working from home. The Chair of the Staffing Committee would update Council accordingly.

Staff would have within their contract details of the working from home arrangements and the contract would be agreed and signed by the Clerk/RFO and Chairman of the Parish Council.

**Adopted by Council 9.1.2020**

**Review date December 2022**