

# Working Arrangements Framework

At a glance

We recognise that having some choice about where you work, balancing the needs of Cranfield, you and your team, can bring many benefits and supports wellbeing. Where a role allows, Cranfield's Working Arrangements Framework provides an opportunity to work in a hybrid way dividing time between remote working and working on our sites.

It is:

## An informal arrangement

Working in a hybrid way is non-contractual, so there will be no changes to your terms and conditions of employment.



It requires:

## Collective effort

We all need to play our part in making these arrangements work.



We will:

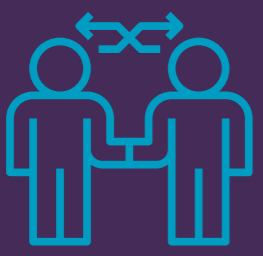
## Learn and improve

We are still on a journey when it comes to hybrid working and we will continue to learn and improve as we go along, but we are clear everyone should spend at least 40% of their time on site.



## Principles

### Putting our customers first



We need to make sure that we never lose sight of our customers (internal and external) and what they expect and want from us. They have told us how much they value face-to-face contact.

### Community



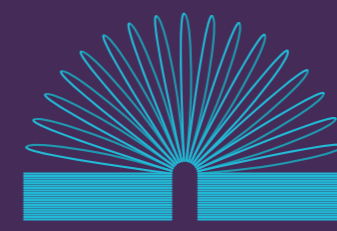
We need to continue to build upon and maintain the sense of belonging and community that's so distinctive to the Cranfield experience.

### Collaboration and communication



Collaborating and connecting are integral to so much of what we do, so we need to proactively seek out and create these opportunities and not leave them to chance. Team cohesion needs to be maintained and developed so it does not erode over time.

### Flexible mindset



This way of working relies on us being flexible and working on-site when needed to make sure we are accessible to our students and other stakeholders.

### Values-based and inclusive



We know we get the best out of everyone when we place trust in our community.

We will manage our working arrangements in a values-based, inclusive and reasonable way with local implementation. This will require careful planning.

## Guidance

# 40%

Minimum of 40% on-site working over a month



Our Working Arrangements Framework requires you to work on site for a minimum of 40% of your contractual working hours, averaged over a month.

We know and appreciate that some of you will work on site more than this because of the nature of your role, or that it simply works better for you.

## Space utilisation

Making best use of our on-site space



We will maximize the effective use of all our spaces on our sites, including by making office space available for use by others when colleagues are working remotely.

## Appropriate working space

Making sure you have an appropriate remote working space



When working remotely, having an appropriate working space is important. We ask that you have one that is free from distractions and is in line with both health and safety and DSE guidelines, and that you can ensure the security of University equipment, information and other assets.