**Employee: Line manager:**

**Date of meeting:**

## Pre-meeting reminders

* There is **no requirement to work remotely** – if the employee worked on-site full-time before the pandemic and wishes to return to this pattern, this should be agreed.
* If the employee has a **pre-existing remote working agreement**, only review this if they wish to do so.
* Do not make assumptions about an **individual’s circumstances** (for example, based on gender, disability etc, but do encourage them to be open about their circumstances.
* If a team member has a **disability** and working remotely would be a reasonable adjustment to assist them in managing this, it will be a priority to meet this need, where operationally possible. This may require adaptive equipment both at home and in the office, and the University would be expected to find this.
* Separate processes apply if the individual wishes to request to [**work from outside the UK**](https://finance.admin.ox.ac.uk/overseas-working). This requires formal approval by Head of Department and careful consideration of issues including tax, social security, contractual issues, etc.
* **Full-time remote working** is not an option in the NWW scheme, and requests need to be made through the standard [flexible work scheme](https://hr.admin.ox.ac.uk/flexible-working).

## During/after the meeting check that the discussion covered:

|  |  |
| --- | --- |
| The requirements of the work/team for the future |  |
| What working pattern the individual would prefer and why |  |
| Consideration of the potential impact of future working arrangements on working relationships or practices, or career development, and how these might be mitigated. |  |
| Whether the individual has any disability-related needs that they wish to discuss? |  |
| Any circumstances such as caring responsibilities that they wish to discuss |  |
| Arrangements for a suitable workstation at home |  |
| If they wish to work majority remote hours, how do they think they can interact effectively with the workplace/colleagues |  |

| **Pre-COVID work pattern** | **Preference for post-COVID work pattern** |
| --- | --- |
|  |  |
| Notes: | |