

Emergency Working Arrangements Policy	Cyngor Cyllido Addysg Uwch Cymru Higher Education Funding Council for Wales 
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Title	Emergency Working Arrangements Policy
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Author	HR
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Version	Date	Description
0.1	20/09/07	Policy presented to MB and approved
0.2	20/10/07	Policy presented to HRC and approved
0.3	26/10/07	Policy presented to Works Council and approved
1.1	08/09/08	Policy revised and amendments made in line with the style guide. Policy presented to MB
2.0	08/01/09	Equality Impact Assessment
3.0	March 09	Reviewed by Policy Changes group – no amendments

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1. Roles and responsibilities

- 1.1 A member of the Crisis Management Team (CMT) will decide when there is an emergency.
- 1.2 HR is responsible for informing employees when HEFCW has declared that an emergency exists and informing them of any instructions concerning attendance at work and/or alternative arrangements and duties.

2. Introduction

- 2.1 This policy concerns the duties of employees during an emergency. There is no pre-determined definition of what constitutes an emergency. For situations such as bad weather conditions or forecasted bad weather conditions, a member of the CMT will instigate the policy and any additional instructions as appropriate. The procedures detailed within this policy are relevant for such situations.
- 2.2 This policy has links to the scenarios within HEFCW's Business Continuity Plan. These include:
1. office building completely destroyed;
 2. office building severely damaged;
 3. catastrophic ICT failure;
 4. loss of staff input;
 5. major building services failure (including H&S implications);
 6. destruction / damage to off site storage.
- 2.3 The CMT will determine when to invoke the Business Continuity Plan.

3 Attendance at work during an emergency

- 3.1 When HEFCW has determined that an emergency exists, employees are required to report for work as normal unless given specific authority from HEFCW to do otherwise.
- 3.2 Where employees are given specific authority not to report for duty as normal HEFCW will issue instructions that may include provisions that employees should:
- work at home;
 - report to another temporary place of work (in which case the provisions below on getting to work will apply);
 - consider volunteering for other work in connection with the emergency.

4 Getting to work during an emergency

- 4.1 Where HEFCW has determined that an emergency exists, employees are required, unless given specific authority not to report for work as normal, to:
- a) make reasonable efforts to report for work by, if necessary, adopting any reasonable means of travel including walking, or;
 - b) be accommodated in a temporary place of work.
- 4.2 Employees are expected to make reasonable efforts if necessary to walk a distance of up to four miles to work, depending on the terrain, weather conditions and personal circumstances.

4.3 HEFCW may reimburse additional travel and subsistence costs necessarily incurred by employees reporting for work in an emergency, or it may provide transport free of charge.

5 Employees who are unable to work during an emergency

5.1 If HEFCW is satisfied that an employee has taken all reasonable steps to carry out its instructions but has been unable to undertake work for some or all of the duration of the emergency, and has not taken annual leave, it may continue to pay his or her normal salary in full.

6 Employees who are paid for voluntary emergency work

6.1 Where an employee is paid by another organisation for voluntary emergency work, they should report the details to HEFCW. HEFCW may make adjustments to the employee's HEFCW pay to ensure they receive no more in total than the greater of:

- a) their normal HEFCW pay, or;
- b) the pay for the emergency work.

6.2 Special provisions apply to employees serving in the Reserve Forces.

7 Members of CMT

7.1 The members of CMT are:

- Chief Executive
- Director of Finance & Corporate Services
- Director of Strategic Development
- Head of Resources
- Head of Governance, Leadership and Information

7.2 To ensure there is sufficient senior management cover for HEFCW and for it to operate effectively during an emergency, HEFCW will need to ensure that there is a minimum of two members of Management Team, of which one must be a member of the CMT, available (i.e., in the office or contactable) at any one time.