



Northern Ireland

Civil Service

People and Organisational Development

HR Policy Branch

2-4 Bruce Street

Belfast, BT2 7JD

Tel: [REDACTED]

Email: [REDACTED]

**Maria Morgan,
Deputy General Secretary,
NIPSA**

By email: [REDACTED]

Date: 21st March 2025

HYBRID WORKING POLICY

Dear Maria,

As you are aware, work has been progressing on the review of the NICS Hybrid Working policy. The review is complete, and we are now in a position to commence consultation with Central Trade Union Side.

I have attached the draft policy, procedure and FAQs for your consideration.

Key changes included in the draft policy are set out below:

Workplace Attendance requirements

The draft Hybrid Working policy defines hybrid working as a non-contractual, locally agreed, flexible working arrangement which, subject to business needs, blends working from: (i) a designated workplace, (ii) other work or remote locations; or (iii) home.

It makes clear that any hybrid working arrangement requires attendance at the workplace for part of each working week which is prescribed as at least 40% of contractual working hours per week. For staff working an alternative working pattern, workplace attendance will be calculated on a pro-rata basis. Where attendance is calculated on a pro-rata basis and is less than 3hrs 45mins per week, the calculation may be based on a two-week basis.

Workplace definition

The draft policy defines 'workplace' as a member of staff's designated office, or where it is necessary to conduct official business, another work or remote location (other than at home) as agreed by line management.

Management Roles

For the purposes of the draft policy, senior manager is defined as Grade 7, with responsibility for considering business need; determining potential job roles suitable for hybrid working; and communicating business area workplace attendance requirements to their line managers.

Line managers will be responsible for confirming the business area workplace attendance requirements to their direct reports/staff and agreeing the implementation of hybrid working arrangements within their teams.

Workstyle Agreement application process

Under the revised draft policy, the application process has been streamlined to one Workstyle Agreement. It is proposed that applications will be made via HRConnect Self-Service and the APEX FACES option. Where this is not available, a downloadable Workstyle Agreement form will be available on the Employee Service Portal (ESP).

I look forward to hearing from you and grateful for a response by 7th April 2025. I am of course happy to meet with you to discuss.

[REDACTED]

[REDACTED]

Cc: Jill Minne
Aisling Quinn