# RTOWS: template letter from departments to staff where there will be a temporary change in duties on return

The text below is to be used in a letter (sent electronically) to staff who are returning to on-site working but returning to a different pattern of work and/or location.

If the return is following a period of furlough, use the specific template for this purpose which can be downloaded at <https://hr.admin.ox.ac.uk/the-job-retention-scheme#tab-1958141>

The proposed arrangements must be discussed with them before this written confirmation is sent and the individual should reply to the e-mail or sign and return a hard copy to indicate their acceptance if they are being asked to accept a change to their working hours or a significant change to their defined role. The employee does not need to be asked to confirm their acceptance to a return to working at the University (unless it had otherwise previously being agreed with the employee, for example as part of a flexible working arrangement, that they could work from home) or to normal variations to the tasks employees perform within the ambit of their role. If employees are asked to agree to a temporary change to their hours or role, an end date for this change should be specified, and it should be reviewed with the employee as this date approaches whether: (a) to continue the change permanently; (b) whether to continue the change temporarily for a further specified period; or (c) whether to revert back to the previous arrangements. It could also be agreed with the employee at any time to end or vary the arrangements. If an employee continues working with the ‘temporary’ changes after the specified end-date without review, then depending on the circumstances, the employee’s agreement may then be required to revert back to existing hours/role.

If a member of staff does not have email access at home you should call them and then follow up in writing by post, using the template text below, so that they have all the information in the letter in written form.

Text in yellow – optional paras, or text to complete

Text in blue – instructions to be deleted

Dear [Name]

## Notification of return to on-site working

Following the disruption to your normal place and/or hours of working due to the Coronavirus pandemic and lockdown, as discussed with [name of line manager/HR contact] on [date] I am writing to confirm that you will return to on-site working on [date] *(If there will be changes to the working arrangements add)* and explain some changes to how you will be working upon your return.

From that date *[select one, or draft case specific wording]*

you will return to your normal workplace and working hours OR

due to health and safety measures being implemented to support social distancing you will be asked to work *[ie doing the same job but in a different location and/or to a different working pattern, working from home on X days and in your normal workplace on X days, or in a redeployed capacity, give details]* as a temporary measure until [*date*] or as otherwise agreed. Further details are attached/will be shared with you shortly.

## We have taken the following steps to protect your health and safety when you return[give details, or explain how this information will be given].

If you have any questions or concerns about the arrangements set out above please contact [*give contact details]* as soon as possible.

[*Include if the employee is being asked to accept a change to their working hours or role*] Please confirm your acceptance to the temporary changes to [working hours/role] described in this letter, either by replying to the email attaching the letter that ‘*I agree*’ or signing and returning a hardcopy.

Yours sincerely

[NAME]

[POSITION]

For and on behalf of the University of Oxford

[Include if change to working hours / role] I agree to the temporary change to my [working hours/role] / as set out in this letter.

Signed:

[NAME]