# Guidance on the Work Location Framework for Hiring Managers

Imperial College has developed a Work Location Framework to harness more flexible ways of working. The framework is being trialled until early 2023 and identifies the following categories of work location:

* **College Location – roles that are required to be on campus or a College site 100% of the time.**
* **Hybrid – roles which can be performed through a combination of working at a College location and remote working (UK only).** Hybrid working means that individuals are normally expected to work 60% or more of their time onsite, with 40% onsite the minimum requirement that may be considered.

As a hiring manager, please think about the following points when starting the recruitment process:

* The College is currently trialling the Work Location Framework until early 2023. This means that work location arrangements such as hybrid working, or remote working must only be agreed as a temporary arrangement
* New recruits will be treated in the same way as existing staff and may wish to discuss their work location arrangements and preferences. Support for staff requiring workplace adjustments because of a disability can be found through [EDIC](https://www.imperial.ac.uk/equality/support-for-staff/disability/workplace-adjustments/).
* Work Location arrangements must be in line with the College framework, which states that we expect a norm of 60%+ onsite, with a 40% absolute minimum for hybrid working.
* Staff are not permitted to work outside the UK, unless this has been explicitly discussed and authorised in advance by the Overseas Working Group in line with the [Overseas working policy](https://www.imperial.ac.uk/human-resources/procedures/overseas-working/).
* The Framework will be reviewed in early 2023 and may be subject to change so it is important that new recruits understand this is not a permanent arrangement.
* If staff request to work remotely 100% of the time, there may be an impact on salary once the review period is over.
* If the member of staff recruited requires a visa to work in the UK, please seek advice from the [Staff Compliance Team](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/dbs/) before agreeing to temporary work location arrangements.

Further information can be found on the [Work Location Framework webpage](https://www.imperial.ac.uk/human-resources/procedures/work-location-framework/).