

Guidelines on Remote Working

COVID-19

HR Policy Document Record	
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Approval Body	Presidents Group
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Notes	

1. Purpose

These guidelines aim to clarify and support managers and staff by setting out the principles and considerations regarding remote working /working from home arrangements during the COVID 19 outbreak. These are special arrangements in place to afford staff additional flexibility alongside leave arrangements, in certain circumstances.

2. Scope

Remote working arrangements under this procedure should be for no more than two weeks in the first instance. Managers may need to consider extending the arrangements in certain circumstances.

3. Management Considerations

Managers should consider the following before approving a remote working arrangement:

- Business needs of the School/Administrative & Support Area and whether all or part of the work can be carried out remotely.
- Type, volume and suitability for the work to be carried out in the home environment.
- Practical, security and technical requirements to allow staff to carry out work from home. If staff have any concerns about their ability to carry out work from their home they should contact their manager and agree on how best to address the matter. Depending on the staff member's facilities at their home it may not be possible for some staff to work from home. Alternative working arrangements may be considered, such as an alternative work location and an alternative work pattern. In this situation staff should continue to maintain contact with their manager.
- Staff may be required to be onsite to carry out the essential needs of the business area.
- The impact on other staff within the functional area.
- Whether an encrypted TU Dublin laptop, has the latest security patches and anti-virus updates, with access to appropriate software to support regular work activities on the Finance/HR, Student Record systems.
- Whether VPN is appropriate and if multi factor authentication is agreed for off campus access to TU Dublin email and Office 365
- Where staff cannot access the normal time and attendance module, then a manual record of hours worked should be maintained and should not exceed daily basic hours

4. Nature of Arrangements

The following should be agreed in advance of the remote working arrangement commencing:

- Duration of the arrangement, anticipated start and if possible an end date and an agreed review date. Staff members should understand that the arrangements may need to cease earlier than the agreed end date, in certain circumstances
- Nature and details of the work to be completed by the staff member while working remotely
- Agreement on regular contact times and communication modes (eg email, mobile, landline or video conferencing). Regular contact should be maintained as normal. Ideally, staff would work a normal routine in the home environment. However, this would not preclude routine work being carried out outside normal University working hours.
- Any leave arrangements during the period of remote working
- Expectation and arrangements about technical support

5. Pay and Other Matters

Salary will be paid as normal. These arrangements will not affect the staff member's rights, general conditions of employment and access to benefits.

6. Security of Information and Data

Staff must ensure that all data held by them at their home is kept in the strictest of confidence. Measures must be taken to ensure that no unauthorised person (non-staff member) can access sensitive work-related information e.g. a locked cabinet should be used where possible and computer files must be password protected.

The university's General Data Protection Regulations still applies.

7. Health and Safety

Work should only be done at home. It is the individual staff member's responsibility to ensure that they are not working in a hazardous environment which would put themselves and others at risk whilst working at home during this arrangement e.g loose cables, electrical faults. If the staff member has any safety concern regarding working from home, they should contact their manager and a decision can be made that they are not to work from home.

8. Records

Each Manager must keep a record of their staff approved for remote working under this procedure. This should include the staff members name and anticipated start and end date of the arrangement.

9. Insurance

The University does not provide insurance cover to any property held in an employee's home irrespective of whether or not home working is engaged in. The staff member is advised to check with their contents insurance provider and mortgage lender, if appropriate, to ensure that home working does not invalidate the terms and conditions of their policy.

All accidents and incidents related to home working must be reported to the staff member's manager immediately and an official incident report form is to be provided.

10. QUERIES

Other Related documents

Leave Arrangements during during Covid -19 outbreak

TU Dublin, Blanchardstown

Contact: Human Resources Manager
E-Mail: hr.blanchardstown@tudublin.ie
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TU Dublin, Grangegorman

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This document will be kept under operational review.