



# TU Dublin Policy

Blended Working at TU Dublin

## Table of Contents

1. Document Control Summary .....	3
2. Introduction / Context .....	3
3. Purpose .....	3
4. Scope.....	3
5. Definitions .....	3
6. Policy Details: .....	4
6.1 Policy Overview.....	4
6.2 Policy Details.....	4
6.3 Approval process.....	6
6.4 Document Review .....	6
6.5 Change Process.....	6
7. Related Documents .....	6
8. Appendix.....	6
8.1 Queries on this policy.....	6
9. Document Management .....	6
9.1 Version Control.....	6
9.2 Document Approval.....	7
9.3 Document Ownership.....	7
9.4 Document Storage .....	7
9.5 Document Classification.....	7

## 1. Document Control Summary

Area	Document Information
Author	Blended Working Group
Owner	Head of Human Resources
Reference number	HRP036
Version	Final-29th June 2022
Status	Approved
To be approved by	Governing Body,
Approval date	24th August 2022
Document Classification	U Dublin Public

## 2. Introduction / Context

The term blended working refers to a combination of working from the University Campus and working remotely away from the campus.

The University recognises that providing for blended working arrangements can enable a better work/life balance for staff, reduce stress, improve employee motivation, performance and productivity, as well as enhance the attractiveness of the University as a place to work. It is also acknowledged that blended working can support improved use of our physical estate.

This policy sets out how the University will implement blended working arrangements while at the same time ensuring our commitment to the delivery of the highest standard of services. This policy provides for the proposed statutory entitlement of every employee to request the right to work remotely.

This blended working policy enables the University to offer a choice to staff of where some of their work will be undertaken – for those roles deemed suitable and where consistent with the organisational needs of Technological University Dublin. Some roles may not be suitable for blended working, particularly where physical on campus presence is required to carry out the employee's duties.

Blended working does not change the nature of the role or the substantive duties to be carried out by the staff member, but it will require all staff to be more flexible in the undertaking of their duties both in a remote and the campus-based environment.

## 3. Purpose

This document sets out the operating principles under which the blended working policy can be implemented. The detailed procedures by which applications are made, assessed, and implemented are set out in the related procedures document.

## 4. Scope

The policy applies to all staff of the University.

## 5. Definitions

The following are core definitions used in this document. These include:

**Blended Working** refers to a combination of working on the University Campus and working remotely

**Remote work location** refers to the location where the staff member carries out their work away from campus and can include their home, in a hub or alternative location.

**Anchor Days** – are days where all members of a function / department are scheduled to be present in the Campus Offices / workplace, so as to provide an opportunity for collaboration, training, team building and goal setting.

## 6. Policy Details:

### 6.1 Policy Overview

This policy is founded on 6 key principles:

- Delivering the University mission is our priority
- Working together on campus is critical to delivering the University mission
- Blended working is an enabler of the University strategic plan
- Everyone is eligible to apply for blended working
- We will remain in compliance with all relevant legislation
- Terms and conditions of employment do not change

### 6.2 Policy Details

#### 6.2.1 Delivering the University mission is our priority

In all our working arrangements, the delivery of university service / activity is of paramount consideration within our budgetary envelopes.

- Managers are empowered to set blended working arrangements for their area that ensures continued service delivery.
- Staff must be on Campus for a minimum of two days per week
- Staff may be required to be on Campus more frequently or for more days at discrete periods of the year to ensure service delivery requirements are met.
- The University reserves the right to refuse, modify or terminate any blended working arrangement

#### 6.2.2 Working together on campus is critical to delivering the University mission

We recognise that working together in physical presence has benefits for work that requires communication, collaboration, creativity, and the delivery of front-line services to students and others.

- Teams will make use of team anchor days on Campus for team meetings and collaboration. Where practicable, staff will be asked to be on Campus for least 2 anchor days per month.
- The operation of blended working will not disrupt the provision of any university service.

#### 6.2.3 Blended working is an enabler of the University strategic plan

We recognize that Blended Working arrangements support our strategic objectives across people, planet, and partnership, and help us attract and retain talent, so we are committed to implementing this policy.

Reduce commuting and impact on environment while also improving work life balance.

#### **6.2.4 Everyone is eligible to apply for blended working**

Everyone has the right to request (and appeal) blended working so we will consider requests consistently as per our policy and procedure.

- Everyone can submit an application and include a self-assessment of suitability
- Applications will be assessed based on fair and transparent objective criteria:
  - Whether parts of the applicant's current role can be delivered remotely.
  - Whether the remote working location is a suitable and secure environment for working remotely and has appropriate internet connectivity.
  - Whether the applicant has access to standard equipment as recommended by a Health & Safety Risk Assessment.
  - Whether the applicant has remote access to any required equipment or facilities.
  - Whether services to students and/or the work of colleagues in the University will not be negatively impacted by the applicant working remotely.
- All arrangements will be reviewed at least bi-annually with the manager for effectiveness.
- Where the application is refused the applicant has a right to request an appeal
- Where a staff member moves role, a new application will need to be agreed with the new manager
- Such arrangements are not guaranteed on a permanent basis. Rotation of blended working opportunities among employees may be required in order to support employee mobility and career development

#### **6.2.5 We will remain in compliance with all relevant legislation**

We will comply with any issued legislation and update this policy as required to meet any new or changing legislation, including but not limited to:

- All Health and Safety requirements and GDPR (General Data Protection Regulation) requirements
- The Organisation of Working Time Act 1997
- The Code of Practice on the Right to Disconnect

#### **6.2.6 Terms and conditions of employment do not change**

Blended working does not change staff members' terms and conditions, in any way.

- Everyone has equal access to learning and development opportunities whether on or off Campus.
- Flexi-time can only be accrued while working on Campus.
- Overtime and Time in lieu arrangements remain as per existing University policies.

- Everyone has the right to disconnect.
- Working time obligations will remain the same for all staff members.
- Blended working arrangements are not an entitlement, or term of employment.
- The primary location of work for all TU (Technological University) Dublin Employees will remain as per their contract of employment.

### 6.3 Approval process

This policy must be approved by both the University Executive Team and Governing Body in order to be considered active.

### 6.4 Document Review

This policy will be reviewed and updated in accordance with our procedures on policy development within the University which includes our Trade Unions, EDI and Sustainability. It will also be reviewed and updated in accordance with any requirements of legislative changes, National Agreement changes or any University policy changes which impact upon this policy. At a minimum it will be reviewed after the first year of operation for effectiveness.

### 6.5 Change Process

This policy will be reviewed within the first year of operation and will be updated to ensure continued relevance with any legislative, health and safety or operational effectiveness requirements in consultation with the social partners.

## 7. Related Documents

Related documents to this policy include:

- [Blended Working policy framework for Civil Service Organisations](#)
- Blended Working Procedure at TU Dublin HRP036

## 8. Appendix

### 8.1 Queries on this policy

#### Human Resources

Email: [HR@tudublin.ie](mailto:HR@tudublin.ie)

## 9. Document Management

### 9.1 Version Control

VERSION NUMBER	VERSION DESCRIPTION / CHANGES MADE	AUTHOR	DATE
----------------	------------------------------------	--------	------

<i>Draft 1.0</i>	<i>Initial Draft</i>	<i>Michael Quinlan</i>	<i>7<sup>th</sup> April 2022</i>
<i>Draft 2.0</i>	<i>Second Draft</i>	<i>Michael Quinlan</i>	<i>11<sup>th</sup> May 2022</i>
<i>Draft 3.0</i>	<i>Third Draft</i>	<i>Michael Quinlan</i>	<i>29<sup>th</sup> June 2022</i>

## 9.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
<i>Rev 1.0</i>	<i>15<sup>th</sup> June 2022</i>	<i>University Executive Team</i>
<i>Rev 2.0</i>	<i>24<sup>th</sup> August 2022</i>	<i>Governing Body</i>

## 9.3 Document Ownership

This document is owned by the Head of Human Resources.

## 9.4 Document Storage

This policy will be available to all staff, students and members of the public at [Human Resources | TU Dublin](#).

## 9.5 Document Classification

This policy will be classed as TU Dublin Public and is available to all staff, students and members of the public who need to view it.