



Remote Working Pilot - Frequently Asked Questions (FAQs)

Eligibility & Scope

1. Does this pilot apply to me?

This pilot applies to all staff of the University, professional, library and technical grades. Academic colleagues already availing of existing remote working arrangements should refer to section 10.0 of the pilot.

2. I made a successful application for the 2022 pilot, do I have to reapply ?

If you submitted a successful application for the 2022 pilot, you are not required to submit an application form for 2023, however, you should ensure you have agreed your remote allocation with your line manager/head of school. New staff or staff who did not apply to the 2022 pilot are required to submit an application form.

3. I am an academic staff member, does this policy apply to me?

Staff in academic grades who wish to avail of remote working will agree the proposed working arrangements with their respective Head of School in the first instance. Please refer to section 10.0 of the pilot.

4. I am a researcher, does this policy apply to me?

Researchers will need to liaise with their Principal Investigator regarding remote work arrangements, any arrangement should not be out of line with the general provisions of this policy.

5. I am an employee in one of the DCU Commercial Group companies, does this policy apply to me?

This policy does not apply to the companies within the DCU Commercial group of the University who may, where appropriate, have their own separate remote working arrangements.

6. Do I have the right to work remotely?

Remote working is a benefit and not a contractual obligation. *The Work Life Balance and Miscellaneous Provisions Act 2023* provides the right to request a remote working



arrangement. The purpose of this pilot is to set out the basis on which eligible employees may avail of the facility to engage in a remote working arrangement on a pilot basis.

7. *Is there a minimum service criteria?*

The University has not imposed the statutory minimum service criteria outlined in the *Work Life Balance and Miscellaneous Provisions Act 2023* in order to apply at this time.

Pilot Duration & General Application

1. *When will the terms of this pilot apply?*

The pilot will run from 1 October 2023 to 30 September 2024, during which time the effectiveness of remote working arrangements across the University will be assessed.

Application Procedure for New Staff

1. *How soon should I expect my remote working request to be considered?*

Upon the receipt of a fully completed remote working request a response will be provided in writing to the employee within 4 weeks.

2. *How do I apply?*

There are steps you will need to follow in order to apply. These have been detailed in the Application Procedure as outlined in the pilot.

3. *Where can I find the form?*

The application form can be found on the DCU website here [\[hyperlink\]](#).

4. *Why will I need to apply for an up to 40% working arrangement separately?*

You will not be required to apply for the 40% arrangement separately. New applicants should choose their remote working days on the application form or if you have previously applied to the 2022 pilot, agree with your line manager.

5. *I am a new employee and have commenced employment after 1 October 2023. Can I apply for remote working?*

You can apply at the time of commencement of employment as long as it is before the end of the pilot i.e. 30 September 2024.

6. *What if I do not apply?*



It will be expected that you are not availing of remote working and therefore you will work full time on campus.

Flexitime & Part-time working

1. Can I avail of Flexi leave and remote working?

Under section 16.0 of the pilot you will see that employees may be entitled to accrue flexi leave during the period of this arrangement. A remote working day (for a full time employee) will be recorded as 7 hours for professional and library grades and 7 hours 15 minutes for technical grades respectively.

2. Can I swap my remote working day?

You cannot swap your remote working day if you are also availing of flexi. If your remote working arrangement is agreed for a particular day, you will not be able to swap it and have your flexi re-adjusted.

3. I work part time - can I apply?

Those on part time working arrangements may be considered for remote working on a pro-rata basis where appropriate or possible. When considering such an arrangement, the service provision, business needs and quantum of time spent on campus by the individual will be taken into consideration.

General Questions

1. Can I work from abroad?

Your contract of employment confirms that your place of work is Dublin City University and therefore you cannot work from abroad.

In addition, a public sector employee, and in line with DPER current guidelines, you must be in the Irish jurisdiction whilst in employment with the DCU.

Last updated 20 September 2023