



## **Remote Working Pilot - Roles, Responsibilities and Application Procedure**

### **1.0 Purpose**

The purpose of this document is to set out the roles and responsibilities for the relevant stakeholders and general guidance on the application procedure under the Remote Working Pilot. This serves as a complimentary document to the pilot.

### **2.0 Roles and Responsibilities**

#### **A. Employee Responsibilities**

1. Being familiar with the *Remote Working Pilot 2023/2024* and complying with its conditions.
2. Arranging an initial exploratory conversation with their Line Manager regarding application.
3. Complying with all University regulations and policies throughout any remote working period.
4. Making themselves available to work onsite for critical onsite activities.
5. Complying with obligations under Health & Safety and ensuring a suitable & safe workspace.

#### **B. Line Manager Responsibilities**

1. Being familiar with the *Remote Working Pilot 2023/2024*.
2. Ensuring that they adhere to the principles of operation as outlined in the *Remote Working Pilot 2023/2024*.
3. Identifying eligible roles or otherwise and determining the 21 week 40% remote working period in conjunction with the Head of School/Unit and HR.
4. Ensuring the fair application of remote working and the operational model within their School/Unit.
5. Reviewing each new application in their area of responsibility and must complete, sign and return to each employee via email, irrespective of outcome.
6. Ensuring that the high level of in person service provision is maintained with remote working in operation.



7. Upholding the principle that employees will spend the majority of the (five day) working week on campus.

#### **C. Head of School/Unit**

1. Engaging with Line Managers on ensuring that any remote application cannot in any way adversely affect either the student or employee service provision in their Unit.
2. Signing off on the application form once satisfied with the outcome.

#### **D. Human Resources**

1. Ensuring that Remote Working is fairly and consistently applied, as much as possible throughout relevant areas of the University.
2. Empowering and assisting Line Managers in ensuring the effectiveness of remote working in their areas.
3. Engaging with Line Managers and Heads of Units in ensuring that any remote application cannot in any way adversely affect either the student or employee service provision in their Unit.
4. Liaising with Heads of Units in monitoring the effectiveness of remote working across the University.

### **3.0 Application Procedure for New Staff**

#### **A. Employee Procedure**

1. Have an initial exploratory conversation with Line Manager.
2. Carry out self-assessment.
3. Complete the form and email this completed form to Line Manager.
4. Ensure application form is fully completed and signed by Line Manager and Head of School prior to submitting to the specified email address [remoteworking@dcu.ie](mailto:remoteworking@dcu.ie).

#### **B. Line Manager Procedure**

1. Engage in the initial exploratory conversation with employee.
2. Review each application on the basis of both their own merit and other applications along with the eligibility criteria, ensuring the service provision of the unit and business needs.



3. Check that each form should be checked for completeness.
4. Engage with their HR business partner for advice at this point if required.
5. Discussing applications and providing applications to the Head of School/Unit for review and approval.
6. Returning completed and signed forms to employees via email.

### **C. Human Resources Procedure**

1. Monitor the [remoteworking@dcu.ie](mailto:remoteworking@dcu.ie) inbox.
2. Final sign off of the application form.
3. Ensure each application is stored on an employee's personnel file.