Remote Working Pilot - Frequently Asked Questions (FAQs)

Eligibility & Scope

1. *Does this pilot apply to me?*
This is applicable to the employees of the University within eligible roles in professional, library and technical grades.

2. *I am an academic staff member, does this policy apply to me?*
Employees 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. The ultimate approval of all academic remote working arrangements within the Faculty will rest with the Executive Dean of Faculty.

3. *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.

4. *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.

5. *Do I have the right to work remotely?*
Remote working is a benefit and not a contractual obligation. The (Draft) Right to Request Remote Working Bill 2022 will provide a right to apply for 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.

6. *Is there a minimum service criteria?*
There is no minimum service criteria in order to apply at this time.

Pilot Duration & General Application

7. When will the terms of this pilot apply?

The pilot will run from 1 October 2022 to 30 September 2023, during which time the effectiveness of remote working arrangements across the University will be assessed. Anyone wishing to avail of remote working arrangements from 1 October onwards will need to apply under the terms of the policy. This includes all Line Managers.

8. Why has remote working only been introduced on a pilot basis?

The University wishes to take the time to fully consider its Remote Working Strategy for the future. Implementing a pilot policy now allows us to facilitate staff and take the time to fully review and reflect what would work best for the University.

9. Who is responsible for the operation of remote working across the University?

The Remote Working Pilot was developed by HR in conjunction with the Senior Management Team. In designing the pilot, the University is aiming to provide colleagues with the benefits of remote working, while balancing the value of in person interaction and our on campus service provision to our students.

Given that we are all responsible for the service, we provide to students, the pilot is owned by every member of the University and therefore it is in all our interests that it is successful.

Application Procedure

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

Upon the receipt of fully completed initial remote working requests, responses will be provided in writing to the employee within 4 weeks.

11. *How do I apply?*

There are steps you will need to follow in order to apply. These have been detailed in the Application Procedure. [Hyperlink]

12. *Where can I find the form?*

The application form can be found on the DCU website here.

13. What is the initial application time period?

We are currently accepting applications for the first six months of the pilot, up to close of business on 2 September 2022.

14. Why do I need to apply every 6 months?

Any agreed remote working arrangement will be reviewed on a regular basis to ensure it is working effectively and continues to be appropriate for student and employee service provision.

15. Why will I need to apply for an up to 40% working arrangement during off peak separately?

The off peak periods will not be agreed until the end of the first semester and therefore employees will not initially know what off peak period may apply for their respective unit.

Please also note FAQ 13 above.

16. I am a new employee and have commenced employment after 1 October 2022. 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 2023.

17. 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

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

Flexi leave will come back into operation in units, which previously operated flexi with effect from 1 October 2022.

Under section 6.13 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.

19. 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. We do not have the capacity to be changing multiple days on flexi for such reasons.

Section 6.3 outlines a non-exhaustive list of events in which you will be required to attend campus. You will not be able to swap your day if you are required to attend such events.

20. 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

21. 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.

22. How will peak and off-peak periods be determined and when will I know?

Peak and off-peak periods will be determined by each unit in conjunction with HR and will take cognisance of the academic calendar, student needs and the service provision of the particular area. It is important to note that off peak in all units would be for a limited period in the year. The periods will be determined before the end of the first semester.

While the actual periods of peak and off peak may vary by unit, it is envisaged the actual duration of peak and off peak will be largely similar.

23. Why can all roles not be approved for remote working?

Certain roles or units, which are stakeholder facing or require daily on campus attendance in order to deliver on the full remit of their role may not be practically suitable for remote working

24. My application for remote working has been refused - why?

As per section 8.2, in the event that an application is refused the ground for such a refusal will be communicated to the employee. Potential grounds for refusal are outlined in Appendix 2 and please note Section 10.

25. My application was approved but not for the day I wanted to work remotely - why?

Line Managers in conjunction with Heads of Schools/Unit will determine the day in which an employee can work from home. In addition, please refer to section 6.6 for further information.

26. Is there any change to my contract of employment?

This does not change your contractual entitlement in terms of general conditions of employment, pay, pensions, sick leave etc. All University policies still apply.

27. Why can I not continue in my current working arrangement?

The remote working pilot will replace any existing arrangements. This will ensure we have a fair and consistent approach across the university and will also ensure the effectiveness of the arrangement is assessed.

Last updated 5 August 2022