

## Hybrid Working FAQs

### **1. Can I work remotely without applying for Hybrid Working?**

No. Anyone who wishes to work remotely must have been approved to do so. It is the responsibility of line managers to ensure that all staff in your team who work remotely have received written approval.

### **2. Is there a specific date when I need to apply for hybrid working or come into the office full time?**

Yes, a notification of the relevant time period for applications to be made will be communicated from HR. This will give current staff a window of 4 weeks to apply, this will then allow line managers to consider all applications at the same time. There will be further opportunities to apply but initially for the launch of this policy there requires a concentrated period for applications to be made.

### **3. What is the timeframe for line managers to respond to hybrid working requests?**

The University will return a decision within a reasonable time period and, in any event, within 12 weeks from the receipt of initial requests. However, we ask line managers to do their best to consider applications within 30 days as this is the length of time that the application will remain available for approval. We recommend that the status quo remain until the decision on the application is made. Where a staff member does not make an application then they are expected to return to the office at the end of the period for applying.

### **4. How do I know if my request has been approved/rejected?**

It is the responsibility of the line manager to respond to their staff member in writing stating whether their request has been approved or rejected. If rejected, the line manager must provide a reason explaining why.

### **5. If my hybrid working arrangement is withdrawn/changed what is the required notice period that my manager must provide me with?**

If there is a change to your hybrid working arrangement you must be provided with not less than 7 calendar days' notice to return to the office full-time.

### **6. Who will conduct a Health & Safety assessment & what will it entail?**

Each staff member will be required to complete the Health & Safety DSE form online themselves. They will then need to have the DSE assessor in their area review the form to ensure that your remote work station is compliant.

### **7. Who is the Review Officer?**

A Review Officer is another senior manager who was not previously involved in the initial decision. They review the application and issue their recommendation to the applicant.

### **8. What if I work across two different units, who needs to approve my application?**

In the first instance, a discussion with both managers would need to take place and then a separate application for each unit would need to be completed. The one DSE Assessment will suffice.

### **9. What if I work part-time, what % of my hours can I apply to work remotely?**

All staff may request to work remotely for up to 40% of their working week, anything above that will require the relevant UMT member approval.

**10. Am I required to have a dedicated workstation at home or can I work from different locations?**

All staff members must identify a single designated remote workstation that is both private and secure, in line with confidentiality standards. All remote workstations must be reviewed and approved as per the Health & Safety Assessment Form. However, in an exceptional circumstance, if you need to work from a different location this needs to be discussed and approved by your manager.

**11. Under the Policy principles it states “members of staff who have a hybrid working arrangement must clearly indicate and update their working pattern in their calendar,” how do I do this?**

The work schedule will be captured in the application form, however we recommend that each unit maintains a calendar with the work patterns of their staff.

**12. Can I apply for hybrid working if I have just started with the University?**

Staff members must have successfully completed 26 weeks' continuous service before they can submit a request for hybrid working. This is to ensure that the individual receives clear induction, training and has access to adequate support during the initial phase in their role. This also provides an opportunity for new staff to get to know the University and the various units, and staff within same.

**13. What is the required internet bandwidth for working from home?**

The staff member's bandwidth should allow them to be able to access systems as if they were onsite. In addition, an individual must be able to engage in meetings and calls with their camera on. It is recommended that the individual has a stable internet connection that does not go below 5 Mbps Download and 2 Mbps Upload during the workday.

**14. Where can I find all of the forms required to be completed (i.e. Health & Safety Self-Assessment Form, Hybrid Working Application and Declaration Form)?**

[Hybrid Working Application & Declaration Form](#)  
[Health & Safety Self-Assessment Form](#)

**15. I am a line manager and one of my team members has requested to work remotely, however they currently have an active warning on their file, can I approve this?**

If the staff member is the subject of any ongoing formal HR processes, such as disciplinary, performance, or absence management, the line manager, Head of Unit/Head of School must seek advice from the HR Unit before considering the suitability of a hybrid working arrangement.

**16. The policy refers to a PMDS framework, what does this mean?**

PMDS is a Performance Management Development System, this policy will be launched in the coming months. This will replace the previous PMDS system that was in place. The PMDS Framework will provide an opportunity for staff to understand and discuss the objectives and deliverables of their role with their manager and explore development opportunities.

**17. Can I alternate the days that I work remotely?**

The Hybrid Working Request Form requires you to provide the specific days that you will be working from home. If these change you must consult your line manager.

**18. What if I am approved to work 2 days per week remotely and then I move to a different team, does my current arrangement still stand?**

If you move to a different team or change roles, you will need to reapply for remote working as the business needs may be different.

**19. Under section 8.3 it states that “all staff members must register on ESS to manage their time, leave and development programmes,” how do I do this?**

Going forward all staff will be set up on CORE. Some staff are already registered but this will be rolled out to all over time. The first step in this process will be capturing the staff members' work schedule which will allow the building of an individual's work schedule on CORE. Each unit will be notified once CORE is being rolled out to their unit in the coming months.

**20. If I work remotely, can I avail of working flexi-time?**

Flexi-time is separate to hybrid working and is dependent on the staff member being on CORE. We will be working to restore flexi-time firstly to the units that had it in place prior to March 2020 and then work to put other units up on CORE. This will take time as in many areas it will require manually building work schedules for each individual staff member.

**21. I have already completed a DSE Assessment of my home office, do I need to do another one?**

If you have previously completed a DSE Assessment form that was reviewed and deemed ok by your DSE Assessor you do not need to complete another form, provided that nothing has changed during that time. You will need to give a confirmation that nothing has changed by email to your line manager.

**22. What if I am returning from long term leave (i.e. maternity leave, sick leave, career break etc.)?**

All staff returning from long-term leave must discuss their hybrid working arrangements with their line manager prior to returning.

## Ceisteanna Coitianta maidir leis an Hibridobair

### **1. An féidir liom oibriú go cianda gan iarratas a dhéanamh ar an Hibridobair?**

Ní fhéadfaidh. Ní mór d'aon duine ar mian leis/léi oibriú go cianda cead a fháil chuige sin. Tá sé de fhreagracht ar bhainisteoirí líne a chinntiú go bhfuil cead i scríbhinn faighte ag gach comhalta foirne ar d'fhoireann a oibríonn go cianda.

### **2. An bhfuil dáta ar leith ann nuair is gá dom iarratas a dhéanamh ar an hibridobair nó teacht isteach san oifig go lánaimseartha?**

Tá. Cuirfidh an Oifig Acmhainní Daonna fógra amach maidir leis an tréimhse atá i gceist chun iarratais a dhéanamh. Tabharfaidh sé seo ceithre seachtaine don fhoireann reatha iarratas a dhéanamh agus deis do bhainisteoirí líne gach iarratas a bhreithniú ag an am céanna. Beidh deiseanna eile ann iarratas a dhéanamh ach ar dtús chun an polasaí seo a fheidhmiú beidh tréimhse áirithe i gceist chun iarratais a dhéanamh.

### **3. Cad é an t-amscála do bhainisteoirí líne freagra a thabhairt ar iarratais ar an hibridobair?**

Cuirfidh an Ollscoil cinneadh in iúl laistigh de thréimhse réasúnta, agus in aon chás laistigh de 12 sheachtain ó na hiarratais tosaigh a fháil. Iarraimid ar bhainisteoirí líne a ndícheall a dhéanamh iarratais a bhreithniú laistigh de 30 lá mar gurb é seo an fad ama a bheidh an t-iarratas ar fáil lena cheadú. Molaimid go bhfanfadh an status quo go dtí go ndéanfar cinneadh ar an iarratas. I gcás nach ndéanann comhaltaí foirne iarratas, táthar ag súil go bhfillfidh siad ar an oifig ag deireadh na tréimhse atá i gceist d'iarratas a dhéanamh.

### **4. Cén chaoi a mbeidh a fhios agam an bhfuil m'iarratas ceadaithe/diúltaithe?**

Tá sé de fhreagracht ar an mbainisteoir líne freagra a thabhairt i scríbhinn ar an bhfoireann ag cur in iúl ar ceadaíodh nó ar diúltaíodh dá n-iarratas. Má dhiúltaítear dó, ní mór don bhainisteoir líne cúis a thabhairt ag míniú cén fáth.

### **5. Má tharraingítear siar/athraítear mo shocrú hibridoibre cad é an tréimhse fógra riachtanach a chaithfidh mo bhainisteoir a thabhairt dom?**

Má thagann athrú ar do shocrú hibridoibre ní mór fógra nach lú ná 7 lá féilire a thabhairt duit chun fillleadh ar an oifig go lánaimseartha.

### **6. Cé a dhéanfaidh measúnú Sláinte & Sábháilteachta & cad a bheidh i gceist leis?**

Beidh ar gach ball foirne an foirm Measúnaithe Sláinte & Sábháilteachta a chomhlánú ar líne iad féin. Beidh orthu ansin go ndéanfadh an measúnóir DSE ina gceantar athbhreithniú ar an bhfoirm chun a chinntiú go bhfuil do stáisiún cianoibre comhlíontach.

### **7. Cé hé/hí an tOifigeach Athbhreithnithe?**

Is bainisteoir sinsearach eile é an tOifigeach Athbhreithnithe nach raibh aon bhaint aige/aici leis an gcinneadh tosaigh. Déanann sé/sí athbhreithniú ar an iarratas agus cuirfidh sé/sí a m(h)oladh siúd in iúl don iarratasóir.

**8. Más rud é go mbím ag obair in dhá roinn éagsúla, cé a cheadóidh m'iaratas?**

Ar an gcéad dul síos bheadh gá le comhrá leis an dá bhainisteoir agus ansin bheadh gá le hiarratas ar leith do gach aonad a chomhlánú. Is leor Measúnú DSE amháin.

**9. Más rud é go n-oibrím go páirtaimseartha, cén % de m'uaireanta is féidir liom iaratas a dhéanamh ar oibriú go cianda ina leith?**

Féadfaidh gach comhalta foirne iaratas a dhéanamh ar chianobair suas le 40% dá seachtain oibre, rud ar bith os a chionn sin caithfidh an ball UMT ábhartha é a cheadú.

**10. An gá stáisiún oibre tiomnaithe a bheith agam sa bhaile nó an féidir liom oibriú ó áiteanna éagsúla?**

Ní mór do gach comhalta foirne cianstáisiún oibre tiomnaithe amháin a ainmniú atá príobháideach agus slán, ag teacht le caighdeáin rúndachta. Ní mór gach cianstáisiún oibre a athbhreithniú agus a cheadú de réir na Foirme Measúnaithe Sláinte & Sábháilteachta. Ach, i gcúinsí eisceachtúla, más gá duit oibriú ó áit eile ní mór é seo a phlé le do bhainisteoir agus a b(h)eannacht a fháil.

**11. Luaitear faoi phrionsabail an Pholasaí “Ní mór do chomhaltaí foirne a bhfuil socrú hibridoibre acu a bpatrún oibre a léiriú go soiléir agus a nuashonrú ina bhféilire,” cén chaoi a dtabharfaidh mé faoi seo?**

Beidh an sceideal oibre le fáil san fhoirm iarratais, ach molaimid go gcoimeádfadh gach aonad féilire le patrúin oibre a bhfoirne mar sin féin.

**12. An féidir liom iaratas a dhéanamh ar an hibridobair má táim díreach tosaithe san Ollscoil?**

Caithfidh fostaí 26 seachtain de sheirbhís leanúnach a bheith déanta acu sular féidir leo iaratas ar an hibridobair a dhéanamh. Déantar é seo lena chinntiú go bhfaigheann an duine ionductú soiléir, oiliúint agus rochtain ar dhóthain tacaíochta agus iad ag tosú ina ról. Tugann sé seo deis freisin do chomhaltaí foirne nua aithne a chur ar an Ollscoil agus ar na haonaid éagsúla, agus ar an bhfoireann laistigh díobh.

**13. Cén bandaleithead idirlín is gá chun oibriú ón mbaile?**

Ba cheart go mbeadh dóthain bandaleitheid ag an bhfoireann a cheadóidh dóibh rochtain a fháil ar chórais amhail is dá mbeidís ar an láthair. Ina theannta sin, caithfidh fostaithe a bheith in ann páirt a ghlacadh i gcruinnithe agus glaonna agus a gceamara ar siúl. Moltar go mbeadh nasc idirlín cobhsaí ag gach duine nach dtéann faoi bhun 5 Mbps Íoslódála agus Uaslódáil 2 Mbps le linn an lae oibre.

**14. Cá bhfaighidh mé na foirmeacha go léir is gá a chomhlánú (i.e. Foirm Féinmheasúnaithe Sláinte & Sábháilteachta, Foirm Iarratais agus Foirm Dearbhaithe Hibridoibre)?**

[Foirm Iarratais agus Foirm Dearbhaithe Hibridoibre](#)  
[Foirm Féinmheasúnaithe Sláinte & Sábháilteachta](#)

**15. Is bainisteoir líne mé agus d'iarr duine de m'fhoireann oibriú go cianda, ach tá rabhadh gníomhach ar an taifead dóibh faoi láthair, an féidir liom é seo a cheadú?**

Má tá an comhalta foirne ina (h)ábhar d'aon phróisis fhoirmiúla leanúnacha Acmhainní Daonna, amhail araíonacht, feidhmíocht, nó bainistíocht neamhláithreachta, ní mór don bhainisteoir líne, don Cheann Aonaid/Ceann Scoile comhairle a lorg ón Aonad Acmhainní Daonna sula mbreithnítear oiriúnacht socrú hibridoibre.

## **16. Tagraíonn an polasaí do chreat PMDS, cad a chiallaíonn sé seo?**

Is Córas Forbartha Bainistíochta Feidhmíochta é PMDS a sheolfar sna míonna amach romhainn. Tiocfaidh sé in áit an chórais PMDS a bhí i bhfeidhm roimhe seo. Is deis atá sa Chreat PMDS don fhoireann cuspóirí agus gnéithe inghnóthaithe a ról a thuiscint agus a phlé lena mbainisteoir agus deiseanna forbartha a fhiosrú.

## **17. An féidir liom na laethanta a n-oibrím go cianda a mhalartú?**

Éilíonn an Fhoirm Iarratais Hibridoibre ort na laethanta áirithe a mbeidh tú ag obair ón mbaile a shonrú. Má athraíonn siad seo ní mór duit dul i gcomhairle le do bhainisteoir líne.

## **18. Cad a tharlóidh má cheadaítear dom oibriú go cianda dhá lá in aghaidh na seachtaine agus ansin bogaim chuig foireann eile, an seasann mo shocrú reatha?**

Má bhogann tú chuig foireann eile nó má athraíonn tú ról, beidh ort iarratas a dhéanamh arís ar chianobair mar go bhféadfadh na riachtanais ghnó athrú.

## **19. Faoi chuid 8.3 luaitear “Ní mór do gach comhalta foirne clárú ar ESS chun a gcuid ama, saoire agus a gcláir forbartha a bhainistiú,” cén chaoi a ndéanaim é sin?**

As seo amach beidh an fhoireann ar fad socraithe ar CORE. Tá roinnt den fhoireann cláraithe cheana féin ach socrófar é seo de réir a chéile. Is é an chéad chéim sa phróiseas seo ná sceideal oibre na gcomhaltaí foirne a bhailiú agus ansin sceideal oibre an duine aonair a shocrú ar CORE. Cuirfear gach aonad ar an eolas nuair a bheidh CORE á chur i bhfeidhm ina n-aonad sna míonna amach romhainn.

## **20. Má oibrím go cianda, an féidir liom leas a bhaint as fleisc-am?**

Ní bhaineann fleisc-am leis an hibridobair agus braitheann sé ar an gcomhalta foirne a bheith ar CORE. Beimid ag iarraidh fleisc-am a chur ar ais sna haonaid a raibh sé i bhfeidhm iontu roimh Mhárta 2020 ar dtús agus ansin na haonaid eile a chur ar CORE ina dhiaidh sin. Glacfaidh sé am mar go gcaithfear scéidil oibre a oibriú amach do gach comhalta foirne aonair.

## **21. Tá Measúnú DSE déanta agam ar m'oifig sa bhaile cheana féin, an gá dom ceann eile a dhéanamh?**

Má tá foirm Mheasúnaithe DSE comhlánaithe agat roimhe seo a ndearna do Mheasúnóir DSE athbhreithniú uirthi agus a mheas tú a bheith ceart go leor, ní gá duit foirm eile a chomhlánú, ar an gcoinníoll nach bhfuil aon athrú tagtha ar rud ar bith le linn an ama sin. Beidh ort dearbhú a thabhairt nach bhfuil aon rud athraithe trí ríomhphost chuig do bhainisteoir líne.

## **22. Cad a tharlóidh má táim ag fillleadh ó shaoire fhadtéarmach (i.e. saoire mháithreachais, saoire bhreiteachta, sos gairme etc.)?**

Ní mór do gach comhalta foirne a fhilleann ó shaoire fhadtéarmach a socruithe hibridoibre a phlé lena mbainisteoir líne sula bhfillleann siad.