



COVID-19 REMOTE WORKING PROCEDURE

Document Name	COVID-19 Remote Working Procedure
Document Number	ITSCOVIDSAF001
Date of Issue	July 29 2020
Rev No	1

1. Purpose

The COVID-19 pandemic has triggered a profound change in how society will operate for the foreseeable future. Government advice is that where possible staff who can work from home should continue to do so; therefore, it is anticipated that this policy will exist for as long as COVID-19 remains a serious threat to public health.

As a public sector body, IT Sligo must follow Government advice. Plans for the 2020/2021 academic year will likely involve service delivery from remote locations for many staff.

Remote working is defined as a way of working at a location other than on IT Sligo campus using information technology to allow staff to perform some or all functions of their role, typically working from home and/or an alternative appropriate remote location.

2. Scope

This policy applies to all IT Sligo staff with a primary focus on academic, professional and management support roles that can be done remotely. This policy does not apply to contractors.

Remote working staff must comply with all IT Sligo's policies and procedures

3. Reference Documents

- [IT Sligo Remote Working Guidance Document](#)
- [IT Sligo Remote Working Risk Assessment Form](#)

4. Procedure

4.1 Suitability for Remote Working

Remote work will be based on Government guidance and the Institute needs taking into consideration both the role and the suitability of the role holders proposed remote working location.

- Living in a location that can receive adequate broadband to fulfil your role.
- Having a dedicated workspace in your home, ideally with a door that can be closed to protect confidentiality and maintain a quiet work environment; noting it is staffs' responsibility to take reasonable precautions to protect Institute equipment from theft, damage or misuse.
- Ability to perform your full work duties at a satisfactory performance level as agreed by your line manager.
- The role and work duties do not require you to be on campus.
- Being accessible by instant messaging, email, telephone and/or other appropriate means during the agreed upon working hours.

4.2 Institute Policies and Procedure

All institute policies and procedures continue to apply to remote working staff including the provisions for reporting of sick leave.

4.3 Hours of Work, Notice Period and Holiday

Contracted working hours, notice period and holiday entitlements will not change as a result of remote working. Any changes to holidays, working hours or notice period must be approved by your manager in the same way as if you were working on campus.

Remote workers must ensure that they are accessible to their on-site colleagues during their working day and during regular working hours.

4.4 IT Equipment & Support

The Institute is committed to providing the necessary equipment to successfully set up staff for effective remoting working; staff are required to only use Institute equipment for work activities for GDPR and security reasons. There is no provision for reimbursement of other expenses, for example office furniture is not a reimbursable expense.

Any IT issues should be reported in the normal way to the IT Services team.

4.5 Office Stationery

Office supplies required by a remote worker are requisitioned through the current standard processes. Arrangements for collection should be agreed with your manager.

4.6 Household Expenses

Expenses for increased facilities cost (gas, electricity or water), and your homeowners insurance premium will not be reimbursed. This will remain your sole responsibility as a remote worker.

The Institute accepts no responsibility for any claims for personal tax relief for any expenses that you may make. This matter is between you and The Revenue Commissioners.

4.7 Other Expenses

It is not anticipated that there will be any other expenses. In the unlikely event that there will be any, these will be considered on a case by case basis by your line manager in the first instance with any exceptions requiring Executive Leadership approval; noting that such expenses will have been incurred wholly, exclusively and necessarily in the performance of the remote working role.

4.8 Security & Confidentiality

Remote workers are required to comply with all Institute security policies and standards, and you will be required to take necessary precautions to secure Institute information while remote working.

You will be required to take adequate precautions to restrict the use of Institute equipment and services to Institute business purposes only. You will be held accountable for any misuse or charges incurred due to unauthorized use.

4.9 Health & Safety

All staff, including remote workers, are obligated to cooperate fully with the provisions of the Safety, Health & Welfare at Work Act, 2005 and all other health and safety legislation as may be amended from time to time. The Institute has the same obligation to protect the health, safety and welfare of remote working staff as they do for staff who are based on campus. This includes provision of such information, instruction, training and supervision as is necessary, to ensure the health and safety of staff who remote work.

Staff have responsibility to take reasonable care to protect their own safety, health and welfare and the safety, health and welfare of any other person who may be affected by the staff members acts or omissions at work. To ensure a safety environment is kept current, staff are responsible for maintaining the physical arrangement and layout of their remote working workstation in a safe manner and to agreed safety and corporate standards; guidance and resource materials will be provided by the Institute's Health and Safety team.

4.10 Health & Safety Training

All remote working staff must complete the [IT Sligo Remote Working Risk Assessment Form](#) which covers hazard identification in addition to the remote working risk assessment process.

Remote working staff must also review and adhere to the [IT Sligo Remote Working Guidance Document](#)

These documents will assist staff in identifying the measures to put in place to safeguard their health and safety and that of others when remote working. This is an integral part of remote working due to the requirements laid down under Health & Safety legislation.

The Institute is committed to providing resources to support staffs' mental health and general wellbeing. Staff are encouraged to avail of these resources coupled with proactively seeking additional guidance and support where needed by contacting their line manager and/or the Institute's Health & Safety team directly.

4.11 Organisation of Working Time Act

You are required to adhere to the provisions of Organisation of Working Time Act, subsequent regulations and the Institute's Health and Safety policies.

Per the Organisation of Working Time Act, you are responsible for ensuring that you avail of rest breaks during the day, daily rest break of 11 consecutive hours in any 24 hours period and a weekly rest break of 24 consecutive hours rest in any period of 7 days.

If for any reason you are unable to avail of any rest periods, you should notify your immediate supervisor in writing of this fact and the reason for the failure to avail of such rest period within one week. Upon receipt of such notification, the Institute will arrange for you to take such rest period at the earliest practical opportunity

4.12 Institute Equipment

All equipment provided to facilitate remote working remains the property of the Institute.

Institute property remains covered by the Institute's insurance. It remains the responsibility of the Institute to configure, maintain and repair Institute supplied equipment.

It is your responsibility to ensure that the equipment is used in the correct manner. You will be required to notify the Institute via IT Services of any necessary repairs or replacement of such equipment.

As the remote worker you will be liable for any damage to or loss of Institute equipment or supplies due to the negligence or wilful misconduct. You will also be responsible for ensuring that such equipment and information is not used or damaged by family members, friends or pets.

4.13 Miscellaneous

For the avoidance of doubt, this policy does not form part of your contract of employment.

5. Records generated by this Policy

N/A

6. Measurement of Effectiveness of this Procedure

N/A

7. Revision History

Revision No	Description of Change	Issue Date	Status
000	New Procedure	Xx/xx/20xx	Approved by xx