

Hybrid Working Responsibilities

| Area / Task of Responsibility | Line Manager | Employee |
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| Overall work activities under Health and Safety | <ul style="list-style-type: none"> ▪ The Line Manager is responsible for ensuring that the activities undertaken within the relevant department / function are carried out in a safe manner without undue risk to the health and safety of College employees, students or any third parties. ▪ Complete all the necessary steps outlined in the Hybrid Working Application Process. ▪ Discuss on a regular basis, policies and procedures around Hybrid Working. ▪ Review forms correctly and ensure they are completed correctly and in full. ▪ Ensure you and your staff attend all required training. ▪ Ensure you notify the health and safety team of any accidents immediately. | <ul style="list-style-type: none"> ▪ All staff are responsible for ensuring and adhering to health and Safety legislation and practices. ▪ Adhere to all steps outline in the Hybrid Working Application Process. ▪ Ensure you have the right equipment ahead of meeting with the Assessor. ▪ Engage in regular communication with your line manager and the college relating to Hybrid Working policies and procedures. ▪ Complete forms correctly and in full. ▪ Notify your line manager and human resources if there are any changes to home working environment and / or if you have moved. ▪ Attend all required training. ▪ Ensure you notify the health and safety team of any accidents immediately. |
| Training | <ul style="list-style-type: none"> ▪ Ensure you and your teams attend all required training relating to Hybrid Working | <ul style="list-style-type: none"> ▪ Attend all training related to Hybrid Working. |
| Data Protection and Data Security | <ul style="list-style-type: none"> ▪ Ensure that you and your team are aware of all policies and procedures relating to Data Protection. <p>*Please see <i>Appendix 1.2: Data Protection</i> in the Hybrid Working Handbook.</p> | <ul style="list-style-type: none"> ▪ Ensure you comply with GDPR and Data Protection guidelines and protocols. <p>*Please see <i>Appendix 1.2: Data Protection</i> in the Hybrid Working Handbook.</p> |

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| Working Hours | <ul style="list-style-type: none"> ▪ Working hours and days will be determined by the line manager and should be agreed between the line manager and the employee prior to commencement of hybrid working. ▪ The line manager is ensuring that staff maybe required to work onsite on certain dates / days to attend training, meetings and / or college events. ▪ Line Managers are responsible for ensuring that the timesheets / Blip are used on a daily basis in compliance with the Organisation of Working Time Act (Professional Support and Services Staff). ▪ Ensure that all staff work their contracted hours and do not exceed these hours. ▪ Ensure that all staff are aware of the Right to Disconnect. | <ul style="list-style-type: none"> ▪ Work with your line manager in determining days you work onsite and remotely. This must be agreed with the line manager prior to commencement of hybrid working on a weekly basis. ▪ Be available to attend training, meetings and / or college events when asked. ▪ Ensure you work your contracted hours. ▪ Ensure you are aware of the Right to Disconnect. ▪ Ensure your office area at home is free from disruption. ▪ Ensure that you have adequate care in place for dependents who may be at home while you are working. |
| Annual Leave | <ul style="list-style-type: none"> ▪ Ensure that staff take their annual leave within the required timeframe: 1 September – 31 August | <ul style="list-style-type: none"> ▪ Ensure you take your annual leave in the required timeframe. |
| Sick Leave | <ul style="list-style-type: none"> ▪ The Sickness Absence Management Policy must be adhered to. ▪ Line Managers are responsible for ensuring that sick leave is recorded appropriately for payroll purposes on the Bright HR system. | <ul style="list-style-type: none"> ▪ Staff are required to comply with the Sickness Absence Management Policy. ▪ You must notify Human Resources and your line manager when you are unwell. |
| Dress Code | <ul style="list-style-type: none"> ▪ As you may come into virtual contact with students, visitors, and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. We apply the smart casual dress code. | <ul style="list-style-type: none"> ▪ As you may come into virtual contact with students, visitors, and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. We apply the smart casual dress code. |
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| Communications | <ul style="list-style-type: none"> ▪ Ensure that you keep in regular contact with the employee and that this is maintained. ▪ Maintain ongoing communication with your team members. Be transparent about your availability and be ready for questions that may come up. Keep up to date on the latest guidelines and plans. Communicate important updates in a timely manner. Ensure all College communications are made available to any employee in your area who does not normally have access to emails. ▪ Ensure that you have regular 1:1 meetings with employees. Ensure that you have weekly meetings with your teams whether through MS Teams or face to face. ▪ Establish a set of behaviours and expectations for all team members, stay connected and engaged to keep morale high. ▪ Ensure to communicate the Hybrid Working Communications Guidelines on a regular basis. | <ul style="list-style-type: none"> ▪ Ensure to keep in regular contact with your line manager, team and college colleagues. |
| Performance Management and Training | <ul style="list-style-type: none"> ▪ Ensure that the Performance Management and Development Process is undertaken with all employees within your team. ▪ Set clear objectives to be achieved and provide timelines for completion of work. ▪ Review work performance on a regular basis with your team members. ▪ Ensure to provide feedback at all times. ▪ Promote enhancement of skills. ▪ Identify any other training required that may assist your staff in hybrid working. Notify human resources of training needs. | <ul style="list-style-type: none"> ▪ Participate in the Performance Management and Development process with your line manager. ▪ Agree objectives and timelines. ▪ Agree developmental and training objectives to enhance continuous development. ▪ Notify your line manager should you feel there is any other training that can assist you in hybrid working. |

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| <p>Tax Relief</p> | | <ol style="list-style-type: none"> 1. Tax relief on utilities may be claimed by the individual employee, directly with the Revenue Commissioners. 2. The Revenue Commissioners will identify if the employee qualifies for such a relief. Employees will need to provide supporting utility bills / receipts. 3. Ahead of contacting the Revenue Commissioners, a letter can be obtained from Human Resources confirming your hybrid working. <p>Accessing Revenue Personal Account</p> <ol style="list-style-type: none"> 1. Staff can complete the relevant form(s) on the Revenue website: revenue.myaccount 2. You can click on 'Review your tax' link in PAYE Services; 3. Select the Income Tax return for the relevant tax year; 4. select 'Other PAYE Expenses' in the 'Tax Credits and Reliefs' page and insert the amount of expense at the 'Amount Claimed' section. <p>As a claim may be selected for future examination, all documentation relating to a claim should be retained for a period of six years from the end of the tax year to which the claim relates. Please check the revenue website for details on how such relief is calculated.¹</p> |
| <p>Request for Hybrid Working not approved</p> | | <p>If your request has been declined and you are of the view that the reason(s) for refusal provided by your line manager are unreasonable, you may address the complaint through the <i>Grievance Policy and Procedures</i>.</p> |

¹ <https://www.tcd.ie/hr/assets/pdf/procedure15b-blended-working.pdf>