

Dear all,

The Executive Committee has approved the *Remote Working Procedure* outlining an interim approach to remote working for UL staff. The reason this is an interim approach is because the Department of Public Expenditure and Reform has committed to developing a national approach to remote working to ensure consistency across the Public Sector.

For the past sixteen months, because of the COVID-19 pandemic, remote working has become the norm and most staff in UL now report that there are advantages to working remotely. With the vaccination rollout public health advice is changing and in June, Minister Simon Harris announced that the third level sector in Ireland will be returning to on campus teaching for all students in September 2021 and planning is underway in UL to enable this to happen.

The guiding principle of UL's *Remote Working Procedure*, therefore, is to support a blended model of remote and onsite work where appropriate and where the needs and objectives of both staff and the University can be met. In identifying these needs, it is the responsibility of each line manager to discuss potential blended working arrangements with their staff.

If you wish to request a blended approach to your work at UL, the first step is to talk to your line manager about your requirements, and to complete and return the *Display Screen Equipment (DSE): Remote Work Questionnaire* in the Appendix of the *Remote Working Procedure*.

It is not a given that all requests for blended working will be approved, as decisions will be guided according to the principles outlined in section 4 of the procedure, including the business requirements of the University, public health advice and the availability of equipment.

UL recognises that blended working can help staff achieve a better work/life balance and can improve productivity, equality of opportunity and reduce stress, among other advantages.

You can access the *Remote Working Procedure* by following this [link](#) or go to the [HR Procedures, Processes & Forms A-Z](#) section on the HR website.

Many thanks to the cross-campus working group led by HR Deputy Director Anne Twomey for their time and insights in developing this procedure.

As my own annual leave approaches this Friday, I hope you too take the chance to disconnect from work and spend time away from the screens over the remainder of the summer months.

Kind regards,

Bobby

Bobby O'Connor

Stiúrthóir, Acmhainní Daonna agus Cumarsáid / Director, Human Resources & Communications

E: Bobby.OConnor@ul.ie W: www.ul.ie

Ollscoil Luimnigh, Luimneach, V94 T9PX / University of Limerick, Limerick, V94 T9PX



Please note that email to, from, or within the University of Limerick may be the subject of a request under the Freedom of Information Act 2014 and / or the GDPR / Data Protection Acts.

The content of this email and any of its attachments is intended solely for the attention and use of the recipient(s) specified in the email and may contain confidential, proprietary and / or private information.

Any unauthorized use (sharing, copying, disclosing or distributing to any third party) of any part of this email, without the written consent of the sender, is strictly prohibited.

If you have received this email by mistake, or in breach of confidentiality, please notify us by an email reply and then delete the message and any attachments from your computer system.

The views and opinions included in this email belong to their author and do not necessarily represent the views and opinions of the University.

The University will not take any liability for damages which may be caused by the contents of this email