

## Frequently Asked Questions

This FAQ section is intended to provide general guidance only and may change from time to time as the interim period progresses. The questions and answers included in this document cannot and do not replace or overrule those underpinning principles and/or key features of blended working as detailed on the HR Web Page.

**1. Can my interim blended working arrangement begin earlier than 19 April 2022?**

Yes, you can begin your interim working arrangement once the application process is completed and approved by your Line Manager.

**2. Why can I not allocate both a Monday and Friday as my off-campus working days?**

This is to ensure an even distribution of days working off-campus in departments.

**3. Why do I need to reapply for interim blended working if I change role?**

If you change roles, you may need to make a new request because the new role may not be suitable for blended working.

**4. Why do I need to complete the Off-Campus Workstation Questionnaire?**

It is essential that employees have a safe working environment when working off-campus. The University has a legal obligation to protect their employees under the Safety, Health and Welfare at Work Act (2005), and to act on the guidance of relevant Government Authorities.

**5. If my off-campus workstation does not meet the required standards, can I resubmit the questionnaire?**

If you make the required amendments to your workstation, based on feedback from Health and Safety, you can complete a new questionnaire.

**6. What equipment will the University supply for my off-campus workstation?**

You will be expected to provide appropriate furniture, such as a desk and chair, in order to be considered for interim blended working arrangements. The University may provide a laptop, keyboard, mouse, and/or monitor to you. Printers will not be provided. All equipment provided is the property of the University and appropriate care should be taken when in possession of it. Any equipment provided must be returned on termination of the interim blended working arrangement, or when requested by the University.

**7. For what reasons might my request for an interim blended working arrangement be declined?**

Under the current interim blended working arrangements, a request for interim blended working may be declined for reasonable business grounds, which may include but are not limited to:

- a. The nature of the work not allowing for the work to be done remotely;
- b. Cannot reorganise work among existing staff;
- c. Potential negative impact on quality;
- d. Potential negative impact on performance;
- e. Planned structural changes;



- f. Burden of additional costs, taking into account the financial and other costs entailed and the scale and financial resources of the employer's business;
- g. Concerns re the protection of business confidentiality or intellectual property;
- h. Concerns re the suitability of the proposed workspace on health and safety grounds;
- i. Concerns re the suitability of the proposed workspace on data protection grounds;
- j. Concerns re the internet connectivity of the proposed remote working location;
- k. Inordinate distance between the proposed remote location and on-site location;
- l. if the proposed remote working arrangement conflicts with the provisions of an applicable collective agreement; and/or
- m. Ongoing or recently concluded formal disciplinary processes.

**8. Can I appeal the decision made regarding my interim blended working arrangement?**

Yes, appeals should be sent to [Blendedworking@mu.ie](mailto:Blendedworking@mu.ie) for consideration.

**9. Will there be a review of the interim blended working arrangement?**

The agreement should be reviewed by the Manager/Head of Department on a regular and practical basis throughout the interim period. This is to ensure that both employee and Manager/Head of Department are satisfied with how the interim blended working arrangement is going, and to ensure that the employee is achieving their objectives.

**10. Can I seek travel expenditure for days I have to come into the office when I usually work remotely?**

You cannot claim travel expenses for travelling to the University on your scheduled off-campus days. The University is considered your normal place of work. Please refer to revenues [guidance on travel and subsistence](#) for further information.

**11. The University previously gave me equipment (monitor, keyboard, mouse, chair, etc) while I was working from home, due to the Covid-19 pandemic. What should I do with this equipment?**

If your application for interim blended working is approved, you can keep this equipment for the duration of the interim blended working arrangement. If you are not going to be working on a blended basis going forward, you should return this equipment to the workplace. If you previously took your on-campus chair home during the pandemic, please return this chair to your office. Employees are required to supply their own office chair and desk for off-campus working.

**12. If there is training that I need to attend, and it is online when I am on-campus, can I complete it at home?**

If training takes place on a day that you are scheduled to be on campus, you can avail of the training online from your on-campus location.

**13. If training I need to attend is campus based on a day that I am scheduled to work off-campus, do I have to attend?**

If the training is required to support you in your role, you should attend it on campus on a day that you are scheduled to work off-campus.



**14. If I am asked to come on-campus, for a team meeting, training or a university event, on a day that I am scheduled to work off-campus, can I then swap my working off-campus days?**

The University expects you to be flexible to meet business needs. For example, an employee who is working in a blended manner is still expected to attend meetings, training and other important events or to travel on business to meet business needs if required, even on a normal off-campus day. If you are required to attend campus on a day that you are due to work off-campus, you cannot swap this day with another on-campus day.

**15. How should I dress while working off-campus?**

Employees should always represent the University in a positive light, whether that be on-campus or off-campus. The University expects employees to look presentable while attending meetings through video calls. Therefore, it is advised that employees dress as they would on-campus, while working off-campus.

**16. Can I choose what days I work off-campus?**

The University will be as flexible as possible and will take your preferences into account when choosing the days you work off-campus. However, days will be agreed with your Line Manager to avoid having days of the week where there are limited employees on-campus, as this may affect the delivery of work within the department.

**17. Why can I only work a maximum of 2 days off-campus?**

As a Higher Education Institution, there is a need for sustained campus engagement at Maynooth University. A minimum of 60% on-campus working reflects the institution and our way of working.

**18. If I am asked to come on-campus on a day that I am scheduled to work off-campus, how much notice will I be given?**

The University will give as much notice as possible and will try to give at least 1 days' notice. However, if an unforeseen circumstance arises, it may not be possible to give a full days' notice.

**19. If I am scheduled to work off-campus on Mondays, and there is a bank holiday, will my working off-campus day be moved to Tuesday that week?**

If you are scheduled to work off-campus on a bank holiday Monday, you should attend campus as normal on the Tuesday. Your off campus working day cannot be moved because of a bank holiday.