



TT&L procedure to facilitate the Trinity College Pilot Blended Working Policy

1. Context

On the 31st of January 2022, HR launched the Trinity College [Pilot Blended Working Policy](#). This policy provides an opportunity for staff to request remote working for some of their working week. The approval of such requests is dependent on the needs of the area and the University. Many staff within Trinity Teaching and Learning have expressed a desire for some level of remote working to continue as COVID restrictions begin to ease and a phased return to the campus begins.

As our staff numbers increase, available office space continues to be a challenge. In order to mitigate this challenge while also giving staff the opportunity to avail of Blended Working, a Hotdesking Pilot for some TT&L areas will run in conjunction with the Pilot Blended Working Policy.

This procedure should be read in conjunction with, and is subject to, the [Pilot Blended Working Policy](#).

2. Purpose

To set out the procedure to facilitate Blended Working for Trinity Teaching and Learning staff as per the Pilot Blended Working Policy and in line with the needs and space restrictions of the area.

3. Scope

- 3.1 The General Principles (§4) of this procedure apply to all staff in Trinity Teaching and Learning that participate in the Blended Working Pilot.
- 3.2 Hotdesking Pilot Arrangements (§5) of this procedure will apply to staff within Academic Affairs, Centre for Academic Practice, Careers & Development, Micro-credentials, and the Quality Office that participate in the Blended Working Pilot.

4. General Principles

- 4.1 Applications for Blended Working can be made following discussions with the unit manager and by adhering to the process and requirements outlined in the [Pilot Blended Working Policy](#).



- 4.2 Managers should assess all applications from their team and discuss with the Academic Secretary prior to approval or rejection.
- 4.3 TT&L staff approved for Blended Working will not retain their desk, as per the College policy, and may be required to engage in hotdesking unless agreed with the manager.
- 4.4 TT&L staff must be working on campus a minimum of three days per week. Two days must be a fixed 'team cohesion' day with all staff in a team on campus together with the manager/team lead. This day must be agreed in advance of applying for Blended Working. The third day is chosen by the staff member and agreed with the manager. The third day does not need to be a fixed day each week as flexibility is required for various work activities.
- 4.5 Managers have the authority to request staff to attend work in-person outside of the agreed days when necessary. This should be agreed in advance where possible.
- 4.6 Managers should have one-to-one meetings with their staff regularly.
- 4.7 Managers should have all-staff meetings in-person at least twice a month.
- 4.8 Staff must have appropriate remote working arrangements in place, signed off by the manager, as per the Pilot Blended Working Policy.
- 4.9 When working remotely, staff must work from their usual place of residence which will have been risk assessed as part of their Blended Working application.
- 4.10 Staff may opt out of Blended Working at any point during the pilot and will be required to work from campus each day. Staff who wish to opt out who had previously been hotdesking will be reassigned a desk.

5. Hotdesking Pilot Arrangements

- 5.1 The Hotdesking Pilot will apply to staff within Academic Affairs, Centre for Academic Practice, Careers & Development, Micro-credentials, and the Quality Office that wish to participate in Blended Working.
- 5.2 Hotdesking spaces will be available in Offices 2.5 and 3.2 in West Theatre, and Office 3.06 in Foster Place. Desks that have been identified for hotdesking within these offices will be open to all staff participating in the Hotdesking Pilot.
- 5.3 Desks will be booked by the individual staff member via the [Hotdesking Booking System](#).
- 5.4 Desk bookings can be made for the upcoming two-week period.
- 5.5 If managers require the use of a particular office on a particular day for their team, they can request this from the Booking System Administrator who will place a restriction on the space within the booking system. Sufficient notice for the booking will be required.
- 5.6 Staff must use their laptop when hotdesking on campus. Each desk has been set up to facilitate this.



- 5.7 Confidential/sensitive documents should not be left in the open area.
- 5.8 Staff should endeavour to be as 'paperless' as possible and follow the [data backup and file management](#) guidance provided by IT Services.
- 5.9 Personal belongings must not be left on desks and/or in the open space area. Staff should use the lockable storage available in each office for their personal belongings and ensure all items are removed at the end of the day.
- 5.10 Staff must be respectful of their colleagues in the shared space with noise kept to a minimum. Headphones must be worn when on Teams/Zoom calls.
- 5.11 Any issues or concerns with the booking system or the office spaces should be brought to the attention of the Booking System Administrator as soon as possible.

6. Review

- 6.1 TT&L Blended Working and Hotdesking Arrangements will be reviewed in June 2024

7. Related Documents

- 7.1 [Pilot Blended Working Policy](#)
- 7.2 [Blended Working Request Form](#)
- 7.3 [Hotdesking Booking System User Guide](#)
- 7.4 [Data backup and file management \(IT Services\)](#)