# REMOTE WORKING AGREEMENT DURING THE OPERATION OF COVID-19 RESTRICTIONS.

South Dublin County Council provide a safe place of work for each employee and will continue to do so. Remote working is being provided as an option, where it is feasible, in order to facilitate this objective and to provide business continuity in the delivery of public services for the duration of the pandemic.

* I hereby understand that a remote working arrangement has been agreed and sanctioned by my Director of Service due to the current COVID-19 restrictions.
* I agree to comply with all Data Protection Acts 1988, the General Data Protection Regulations govern the processing all personal data and the Safety, Health & Welfare Act 2005 and any associated Statutory Instruments, and the Council’s Information Security Policy.
* In addition to the Council’s Information Security Policy, I specifically agree not to engage with non-corporately provided services such as dropbox, google drive, gmail, facetime, whatsapp etc. on any provided ICT infrastructure unless specific instruction has been received or permissions formally granted to do so.  If in doubt, then please contact IT Support for assistance.
* I agree to recording my working hours, either by clocking in/out remotely if I have citrix, or by providing my line manager with my start and finish times while I am remote working.
* I agree to recording my completed work / tasks and reporting on my activities to my line manager daily during the remote working period.
* I acknowledge that South Dublin County Council may from time to time introduce procedures for recording and monitoring workload and output during this remote working period*.*
* While working remotely I understand that I remain subject to council access rights to technologically stored data including emails, stored files, internet access etc. where this applies.
* I confirm that I have read the Risk Assessment associated with working remotely due to the current COVID-19 restrictions. [Link to COVID 19 Remote Working RA](http://intranet/Home/ViewDocument/6ebe1f3c-16c4-4b2d-ad59-ab8400d8aebd)
* I understand that this arrangement is on a temporary basis and will be regularly assessed as restrictions and HSE advise/guidelines on COVID-19 change, and in accordance with changing business need and line manager instructions. The remote working arrangements may also change based on any redeployment requirements to assist the general public service effort required during the COVID-19 crisis, or for any business need identified by management.
* I understand that this temporary arrangement does not affect my status as an employee and can be terminated at any time by South Dublin County Council.

Once signed this Agreement must be forwarded to the Attendance Management Unit in HR at amu@sdublincoco.ie

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Staff Member)**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Director of Service / Head of Function)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**