



Polasaí agus Nósanna Imeachta/Policies and Procedures

Code	QA120
Title	Meetings During Core Hours Policy
Policy Owner	-
Date	14 October 2016
Approved By	-

1.0 Purpose

This policy provides a framework within which all schools & units can consider how best to enable staff to achieve an effective balance between work and life outside the University. University of Galway acknowledges that its staff are most productive when they have achieved a work-life balance that enables them to meet their responsibilities outside of work while fulfilling their employment obligations. This policy will enable staff to contribute fully in their role while maintaining flexibility over their working arrangements as possible within the demands of their role.

1.1 This policy relates to all categories of staff at University of Galway.

2.0 Description

Schools and units within the University are strongly encouraged to operate a 'core business in core hours'* model for meetings. In particular, all committee meetings should be held during the core hours of 10.00 to 16.00 . This will ensure that the maximum number of people can attend these meetings, particularly those with parental responsibilities, ensuring widespread dissemination of critical information and avoiding unintended exclusion of some staff. Where part time staff are employed within a unit meetings should be scheduled to take place within their working schedule.

In exceptional circumstances meetings may be required to be held outside of these core hours due to the exigencies of the service. A minimum of two weeks notice should be given seeking an input from staff as to whether an earlier or later time would suit best. Please note: In emergency situations a meeting may have to be called at short notice.

*There are a number of areas within the University where the core hours of activity occur outside of the times listed above. Examples of these include offices where staff commence work at 8am and finish early or indeed areas where staff are rostered to work different patterns such as from 6am to 9am. In these situations managers should identify and discuss the appropriate 'Core hours' of their business area with the staff concerned. Meetings etc. can then be scheduled to take place within this time frame. These arrangements should be logged with the Office of the Vice President for Equality and Diversity.

3.0 Responsibilities

Name	Responsibility
Director of Human Resources	Policy owner
Line Manager	Scheduling meetings