



Spatial and temporal flexibility of work practices



Nathalie DESSI – RP Office Coordinator
Maria-Josefina ASIAIN – Staff Representative

1- Telework



- ❖ **Main purpose of telework**
 - ❖ Flexible, voluntary, temporary and reversible
 - ❖ Allows Staff to work from home
 - ❖ Facilitates professional-private life balance
 - ❖ Reduces carbon footprint (commuters)

❖ Rules

- ❖ It cannot be imposed - it is not an automatic right
- ❖ Maximum 2 days a week
- ❖ Must be done 50km away max – possible otherwise but exceptional and needs management approval
- ❖ – rule likely to change to include possibility to work from home country (will it influence expatriation allowance?)
- ❖ OK if the job is suitable, if the person can cope with that kind of work, if the performance is good
- ❖ Management must agree
- ❖ Specific set up at home (to ensure security and well being)
- ❖ To be re-confirmed every year if this is a long term arrangement



Telework – How it works?



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❖ How it works?

- ❖ Occasional (informal, short term, specific tasks)
- ❖ Regular (more formal, longer term)
- ❖ People are responsible for covering their own workload
- ❖ People must be available to be contacted
- ❖ Time is recorded manually

2- Flexible working arrangements



- ❖ Possibility to agree exemptions from “core hours”
- ❖ Possibility to take “flexies” up to 4 half days or 2 full days per month as compensation for overtime
- ❖ Possibility to carry over unused holiday exceeding the usual 20 limit per year
- ❖ Possibility to carry over an additional 10 days holiday to the Time Saving Account

They must be compatible with the normal functioning of the Service and the final decision remains with the line manager



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