

COMMISSION DECISION

on working time and hybrid working



WORKING HOURS

Normal working hours = 8 hours per day on average

(40 hours per week) and, in principle, no more than 10 hours per day.

- 8 hours per day on average
- In principle between 8:00 to 19:00
- Disconnection period: 19:00 to 8:00



- Up to 20% of teleworking is a right
- Telework outside the place of employment up to 10 working days

Managers make a rough output-based plausibility assessment to check that recorded hours correspond to the time actually spent working. User-friendly IT tools will be available for registration of working hours and place of work.



ORGANISING WORKING DAYS

Staff need to work 8 hours per day, in principle between 8:00 and 19:00.

Predefined timeslots during which staff should be available (i.e. reachable).

Staff should be available for interaction with other colleagues from 9:30 to 12:00 and from 15:00 to 16:30 (16:00 on Wednesdays and Fridays). Staff need only to be reachable during these time slots. This does not require (physical or virtual) presence.

There is flexibility to choose how to spread time daily, but this needs to be agreed with line manager depending on the needs of the service.

The new rules give flexibility to staff in organising their working time, while ensuring their availability for teamwork in order to cater for the needs of the service.

In cases, where a trust-based management approach fails i.e. a staff member fails to comply with the responsibilities attached to the level of autonomy given, the line manager may unilaterally determine the working hours of that staff member.



RIGHT TO DISCONNECT

“Disconnection period”: staff may not be contacted or requested to work from 19:00 to 8:00, unless it is an emergency, it was pre-agreed or the nature of the work or tasks requires availability during such hours. Information/emails received by staff members which do not require their immediate reaction or are not specifically addressed to them are not considered a contact in this sense. The right to disconnect applies also over the weekend, during public holidays, your annual leave or any other type of leave.

Staff may on their own initiative do extra hours within the “disconnection period” if such work does not require immediate interaction with colleagues. Staff can perform part of the regular 8 hours during the “disconnection period” if agreed with their line manager. This is set to protect staff against digital work-overload and protect their right to disconnect.



TELEWORKING

Up to 20% of teleworking is a right, between 20% and 60% of teleworking can be agreed with the line manager, more than 60% may be authorised when necessary in the interests of the service.

Teleworking arrangements for up to 20% are valid for 6 or 12 months; those for more than 20% are valid for 6 months. Where the proper functioning of the service would otherwise be compromised, line managers may require staff members to work at the office for the entire relevant period, on grounds related to the interests of the service. This flexible way of working promotes work-life balance and is in line with the Commission’s policies on greening and sustainable use of buildings. Managers still have a margin in organising the way of working of their team and have the possibility to require the presence of staff members in the office on a particular day for the needs of the service.

As there is no distinction between structural and occasional telework, the procedure to organise teleworking is easier. Teleworking arrangements may be informal, subject to the agreement of the staff member and line manager.



TELEWORK FROM AND OUTSIDE THE PLACE OF EMPLOYMENT

Telework is performed in the place of employment or at no greater distance therefrom as is compatible with the proper performance of the duties, in accordance with Article 20 of the Staff Regulations. Staff should telework from a place allowing them to physically come to the office within a reasonable time without being dependent on the hazard of transportation, in case of an unforeseen service need. The respect of this provision is of particular importance for ensuring the continuity of service, the reputation of the Commission and the principle of good financial management, due to the financial benefits being determined based on the place of employment, including salary correction coefficients and the expatriation allowance.

All staff will have the opportunity to telework outside the place of employment for up to 10 working days per calendar year, upon request and subject to authorisation by their line manager (as it is the case for annual leave).

In exceptional circumstances, such as duly documented imperative family reasons, DG HR may grant an authorisation to telework outside the place of employment for one month, after consulting the staff member’s line manager. The authorisation may be renewed under the same conditions.