



COMMUNICATIONS

SURVEY ON TELEWORKING PRACTICES PRE- AND POST COVID

50/20

**Geneva
22 July 2020**

To: All members

From: Evelyn Kortum, General Secretary

Dear colleagues,

The FICSA Secretariat keeps monitoring changes to our members' teleworking policies. We would kindly like to ask you to complete the short survey.

The survey results will be distributed via communication, as well as used for further discussions. All will be posted on the FICSA website.

It will take you 7 minutes to complete the survey, but first please consult the attached pdf.

<https://www.surveymonkey.com/r/ficsatelework>

FICSA Survey on Teleworking

Although the COVID-19 pandemic is far from over, this seems to be a good time to look at the lessons that need to be learned from this crisis. As organizations are returning to work at the premises, FICSA members expressed their wish to review the teleworking arrangements for staff.

The Executive Committee invites you to participate in this survey, which sets out to capture changes to your respective work from home / Telecommuting policy since the last survey conducted on (see document [FICSA/C/72/HRM/2/Rev.1](#)).

* 1. Background

Respondent name

Name of staff
association/union and
organization

Capacity / position in staff
association/union

Duty Station

2. Pre-Covid / Existing

Regular telework arrangements are for ongoing telework or recurring telework (two days a week each month for example), and may be approved for a defined period or can continue indefinitely with regular review.

How many regular teleworking days are made available to staff?

- Half days (mornings/afternoons)
- 1 day per week
- 2 days per week
- 1 week per month
- 2 weeks per month
- unlimited depending on supervisor approval

Please indicate here the number of days if not in the list above, and please provide more information if there are any differences in the policy for different offices, i.e. headquarters or field.

3. Pre-Covid / Existing

Occasional telework requests are approved on a case-by-case basis, are infrequent, and are not regularly scheduled.

How many occasional or ad-hoc teleworking days are made available to staff?

- Half days (mornings/afternoons)
- 1 day per week
- 2 days per week
- 1 week per month
- 2 weeks per month
- unlimited depending on supervisor approval
- Other (please specify)

4. Post-Covid

Are there plans to revise this number of teleworking days post Covid-19 or keep them the same?

- Yes
- No

Please provide more information

5. Post-Covid

Mandatory teleworking is the terminology used by the UN for the situation when staff are requested to work from home when offices are closed.

Were there any special provisions taking into account gender-specific issues, family situations, family care / homeschooling obligations during mandatory teleworking?

- Yes
- No

Please provide more information

6. Post-Covid

Will any of these special provisions be extended beyond the mandatory teleworking period?

- Yes
- No

Please provide more information

7. Prior to the Covid-19 crisis, did staff take advantage of the regular/occasional teleworking days provided through organizational policies?

- Yes
- No

Comments

8. What are the differences in conditions for staff who telework regularly compared to those working full-time in offices (e.g. no claim to a permanent office, no overtime, cannot accumulate credit hours for extra hours worked)?

Pre-Covid

Post Covid

9. Does your organization provide financial or in-kind support to adjust health and safety conditions at home, e.g. ergonomic chair, bigger screen?

Financial support

In-kind support

Pre-Covid

Post Covid

Please specify the quantity and frequency of the support

10. Does your organization provide additional insurance coverage, while teleworking, to cover for theft, fire and damage to equipment as well as third party liability, or do you have to provide your own?

Organization provides additional insurance

Pre-Covid

Post Covid

Please provide more information

11. Are staff covered by the organization's insurance in case of death, injury or illness while teleworking? Have there been any changes in the insurance coverage in case of death, injury or illness while teleworking?

	Changes	
Pre-Covid	<input type="text"/>	<input type="text"/>
Post Covid	<input type="text"/>	<input type="text"/>

Please provide more information

12. Which location is permitted for teleworking?

- At the duty station
- Outside the duty station
- A combination of both

Please provide more information

13. If staff were to telework outside the duty station, are there any implications on the contractual status, remuneration or post adjustment after a specific period of time?

	Implication	Time period
Pre-Covid	<input type="text"/>	<input type="text"/>
Post Covid	<input type="text"/>	<input type="text"/>

Please provide more information

14. Please upload your existing teleworking policy.

No file chosen

15. Do you have any other comments or feedback?