

## **Guidelines for telework (working from home) post corona at ENVS**

- 1. Background, commencement and evaluation**
- 2. Why do we need guidelines?**
- 3. Guidelines regarding types of tasks suitable for teleworking**
- 4. Support of teleworking**

### **1. Background, commencement and evaluation**

The background for preparing this set of guidelines has been the experiences we have achieved during the corona lock-down. The management team as well as LAMU and LSU has continuously discussed this issue during the past year. A SWOT analysis showing two scenarios (unlimited teleworking vs limited teleworking) was made during a theme meeting in June 2020. In addition, the SWOT analysis was subdivided into teleworking seen from the employer's point of view vs the employees' point of view. Both before and after the June 2020 theme meeting, teleworking experiences have been gathered from the management team as well as from LAMU and LSU.

A small management committee was set up in order to prepare a proposal for the guidelines. The proposal was then discussed and approved by the management team and subsequently discussed in LAMU and LSU (June 2021) and finally adjusted into its present form.

The guidelines becomes effective from August 1, 2021 where we expect everyone to be back working at Risø Campus.

The agreement on teleworking will be evaluated after six months (approx. February 1, 2022) with regard to feedback and revision. *(There was agreement in August/September 2022 in both the management group and LSU that the guidelines work sensibly and that they should therefore be made permanent, added 4 May 2023).*

### **2. Why do we need guidelines?**

ENVS is a research department that works within both "dry" and "wet" areas. Especially laboratory work requires a high presence of both TAP staff and supportive AC staff. This sets a natural limit to the amount of telework within this line of work. Employees who primarily works on PC or with other tasks that do not require equipment that is only available at Risø Campus, have a greater opportunity to work from home. The conditions for teleworking is thus that the nature of the task allows it and that the task can be accomplished at least as effectively from home.

Teleworking offers a number of advantages. Increased flexibility when organizing your assignments is one advantage because it improves the balance between your work life and your personal life. Teleworking offers the opportunity for peace, immersion and flow and this makes teleworking more efficient and less stressful. In addition, the employee saves both transportation time and transportation expenses. In the long term, the department might even save workspace by a more efficient use of the existing building stock. Increased teleworking may also result in a number of disadvantages; e.g. poorer communication across the department, less knowledge sharing between the employees, the feeling of detachment from the department, lack of social interaction with colleagues etc. These mentions may cause a deterioration of the work environment for all employees.

Our ambition is to be a vibrant department with a well-developed social work environment. This requires that employees are present at Risø Campus. We therefore need to find a balance between the degree of telework and the retention of a vibrant social work environment at the department; a combination that requires physical presence at Risø Campus.

### **3. Guidelines regarding types of tasks suitable for teleworking**

1. If the line of work permits it, and in agreement with the Head of Section, the employee can work from home. It must also be coordinated beforehand with all collaborators.
2. The employee must always note in the outlook calendar that he/she is working from home and add a phone number in case anyone needs to call the employee.
3. Additionally, it is agreed upon within the individual sections, specifically when and how to notify when you wish to work from home. As a rule, you must plan your telework as early as possible and make an immediate note in your outlook calendar.
4. Physical attendance for meetings at the department is compulsory; these meetings include e.g. department meetings, section meetings, committee meetings etc., which are all held as physical meetings. In case it is not possible to perform a physical meeting, it may be held as a virtual meeting. Mixed physical/virtual meetings should be avoided. Further, we also encourage that project meetings are held as physical meetings.
5. To support the social cohesion at the department, everybody is encouraged to attend all kinds of social events arranged by the department.
6. Thursdays continue to be "non-meeting" days and could as such be a teleworking day for some.
7. In case an employee wish to telework two days (or more) per week on average, the employee must be prepared to share office with one or more colleagues at Risø Campus.

### **4. Support of teleworking**

The department will subsidize that employees create a comfortable workstation at home. This means that ENVS will pay for computer screen, keyboard, mouse, height adjustable desk and office chair. This was already effectuated during February 2021, where various equipment were purchased after registration of individual wishes/needs with the Head of Sections.

The obligation of the employer and the employee also applies when working from home. This means that the employer ensures and the employee assists that the security and safety conditions of the workstations in private homes are fully met. Teleworking means that the employee has an increased involvement and responsibility because the employer has no right to control the work conditions in private homes. It is thus important that the employee and employer talk about whether the work conditions in the home of the employee are satisfying.

Read more about the Working Environment Act and teleworking here [Hjemmearbejdsplads \(au.dk\)](https://www.au.dk/Hjemmearbejdsplads) (in Danish only).