

GUIDING PRINCIPLES OF MODERN WORK PRACTICES FOR PUBLIC SERVICE OFFICERS

The modern work practices reflect four (4) particular areas, Reduced Hours, Flexi-Time, Flexi-Week and Remote Working. The below measures are management-prerogative dependent on staffing levels, job suitability and work exigencies aimed to continue to deliver a service of excellence to citizens and stakeholders.

This is the first phase. The Administration is committed to initiate an internal process to evaluate different working schedules and explore possibilities on how the principles emanating from these modern work practices could be implemented when taking into consideration other different realities.

1. Reduced Hours

Work on reduced hours means that full-time Public Officers work a number of hours which is lower than their full-time working schedule.

2. Flexi-Time

Work on a flexi-time schedule means working a set number of hours within variations in the starting and end time within agreed limits and whilst ensuring the full hours of work are performed daily.

3. Flexi-Week

Work on a flexi-week schedule means that employee may request to spread the working week over four (4) to six (6) days of work.

4. Remote Working

Existing Telework and Remote work arrangements are being superseded by the following.

Extended Remote Working means an employee who carries out duties for any number of hours of their working week at a place of work other than the workstation allocated to the employee by the Management, based on eligibility criteria.

Remote Working means an employee who carries out up to 20% of their working duties at a place of work other than the workstation allocated to the employee by the Management without the need of eligibility criteria.

Reduced Hours

Hours of Work	<ul style="list-style-type: none"> Weekly hours of work may vary from twenty (20) hours to thirty-five (35) hours.
Application Procedure and Approving body	<ul style="list-style-type: none"> Through an eForm application to the direct superior of the employee who should be at Director level or higher authorities, where applicable.
Duration of Approval	<ul style="list-style-type: none"> Approval is valid for twelve (12) months, renewable on a yearly basis
Specific Provisions	<ul style="list-style-type: none"> Payment is pro-rata apart from Qualification allowance, Continuous Professional Development allowance and Works Resources Allowance. The first twelve (12) months of work on reduced hours is reckoned as full-time service for progression/promotion purposes and for eligibility purposes. Eligibility Criteria for approval is not required where service provision permits, and if shift patterns are not affected. Management may still apply prioritization criteria. Applicable after three (3) months of Employment.

Flexi-Time

Hours of Work	<ul style="list-style-type: none"> Normal full working hours of the employee but may start work up to either an hour (1) or two (2) hours before or after normal working hours.
Application Procedure and Approving body	<ul style="list-style-type: none"> Starting an (1) hour earlier or later – Approval through email from their direct superiors. Starting two (2) hours earlier or later – through an eForm application to the direct superior of the employee who should be at Director level or higher authorities, where applicable.
Duration of Approval	<ul style="list-style-type: none"> Approval is valid for twelve (12) months, renewable on a yearly basis.
Specific Provisions	<ul style="list-style-type: none"> Full salary and allowances for employees working on flexi-time schedules if working on a full-time roster. Eligibility Criteria for approval is not required where service provision permits, and if shift patterns are not affected. Management may still apply prioritization criteria. Applicable after three (3) months of Employment.

Flexi-Week

Hours of Work	<ul style="list-style-type: none"> • Work spread over four (4) to six (6) days a week but cannot exceed twelve (12) working hours in one day.
Application Procedure and Approving body	<ul style="list-style-type: none"> • Through an eForm application to the direct superior of the employee who should be at Director level or higher authorities, where applicable.
Duration of Approval	<ul style="list-style-type: none"> • Approval is valid for twelve (12) months, renewable on a yearly basis.
Specific Provisions	<ul style="list-style-type: none"> • Full salary and allowances for employees working on flexi-week schedules if working on a full-time roster. • Vacation Leave and hours worked are to amount to the employee's expected normal working hours. Any vacation leave is to be calculated at the equivalence of a standard day's work. • Eligibility Criteria for approval is not required where service provision permits, and if shift patterns are not affected. Management may still apply prioritization criteria. • Applicable after three (3) months of Employment.

Extended Remote Working

Hours of Work	<ul style="list-style-type: none"> • Any number of remote hours which may be performed within or outside the normal hours of work.
Application Procedure and Approving body	<ul style="list-style-type: none"> • Through an eForm application to the Permanent Secretary.
Duration of Approval	<ul style="list-style-type: none"> • Approval is valid for twelve (12) months, renewable on a yearly basis.
Specific Provisions	<ul style="list-style-type: none"> • Applicable to parents with children up to sixteen (16) years old who need to be taken care of, or who have dependent immediate family members¹, or who have a valid medical/humanitarian reason, or other exceptional cases at the discretion of the Permanent Secretary. • Full salary and allowances for employees working on remote working schedules on a full-time roster. • Employees must ensure to register appropriately on <i>myPortal</i> of their working status. • Applicable after twelve (3) months of Employment.

¹ Immediate family members mean spouse or partner in a civil union, sons and daughters, and elderly parents.

Remote Working

Hours of Work	<ul style="list-style-type: none">• Remote hours up to 20% of the working week which are performed within the normal working hours of work, not necessarily in one day.
Application Procedure and Approving body	<ul style="list-style-type: none">• Through an eForm application to the direct superior of the employee who should be at Director level or higher authorities, where applicable.
Duration of Approval	<ul style="list-style-type: none">• Approval is valid for twelve (12) months, renewable on a yearly basis.
Specific Provisions	<ul style="list-style-type: none">• Full salary and allowances for employees working on remote working schedule on a full-time roster.• Eligibility Criteria for approval is not required where service provision permits, and if shift patterns are not affected. Management may still apply prioritization criteria.• Employees must ensure to register appropriately on <i>myPortal</i> of their working status.• Applicable after three (3) months of Employment.

Employee Responsibility

Employees working from a place of work other than the workstation allocated to the employees by Management, shall be responsible for the confidentiality of data in their possession, for any work resources provided to them to carry out such duties and for their personal appearance when representing their employer during remote meetings.