

Guidelines for workers with non-teleworkable duties

Guidelines issued by the Human Resources Service

November 5, 2020

Please see below the duties identified as non-teleworkable at the Foundation:

- a. activities whose execution depend on the use of machines, instruments and/or material present in our premises (laboratories and library);
- b. technical, technological, experimental, research and technical assistance activities carried out in the laboratories;
- c. activities that require on site presence most of the time (by way of example but not limited to, warehouse workers, maintenance workers, workers, technicians, construction site managers, activities that provide for or require contact with users or colleagues, assistance and service activities);
- d. specialist activities that require on-site presence in order to be performed;
- e. all other activities that cannot be performed mainly remotely.

Non-teleworkable activities are further divided into:

1. **Activities that cannot be converted into 100% remote work**, for which the employee cannot apply in the virtual context the knowledge/skills that such activities require for their execution;
2. **Activities that cannot be converted into 80% remote work**, for which the employee can only partially apply in a virtual context the knowledge/skills that such activities require for their execution;
3. **Activities that cannot be converted into 50% remote work**, as the employee can largely apply in a virtual context the knowledge/skills that such activities require for their execution.

How to behave in case of Covid-19 related issues

Employees who have tested positive for Covid-19, those who have Covid-19 symptoms or are in home isolation waiting for medical response

Employees who have contracted the virus (positive swab test) and quarantined, will contact their primary care physician who will determine how to proceed with the certificate of sickness. Employees are required to report this situation to their immediate supervisors, to the Covid FBK Chief Officer rspp@fbk.eu and to the Human Resources Service hr.smartworking@fbk.eu.

The employee will return to work only after he/she has obtained a negative Covid-19 test (negative swab test).

Quarantined employees and employees in home isolation awaiting testing who have not, however, been issued a certificate of sickness, are allowed to work remotely.

Employees in close contact with household members who have tested positive or have Covid-19 symptoms - employees in close contact with third parties who have tested positive or have Covid-19 symptoms.

Employees who have been in close contact with household members who has tested positive or have Covid-19 symptoms, or with a third party, who has tested positive (e.g. an acquaintance, a friend, etc.), or who has Covid-19 symptoms, are required to report this situation to their immediate supervisors, to the FBK Covid Chief Officer rspp@fbk.eu and to the Human Resources Service hr.smartworking@fbk.eu as well as to their doctor.

Under these circumstances, if the employee is quarantined, where possible, he/she will work remotely until the quarantine can be discontinued.

Employees with non-teleworkable duties falling into group 1 (100% non-teleworkable duties). In order to enable the worker to work remotely, his/her immediate supervisor will identify a temporary change of duties, within his/her job classification, as well as possible specific training activities. If this is not feasible, the employee can cover any time off by using either paid/unpaid leave options as provided for by current regulation, or vacation leave or ROL leave.

Employees with non-teleworkable duties falling into group 2 (80% non-teleworkable duties). These employees will be allowed to work remotely, with their immediate supervisor's authorization, within the limit of 20% of the working days in a given year (e.g. for 2020, 304 working days - to be adjusted in the case of vertical part time: teleworkable days max 60 divided into semesters (30). Unused remote working days will not roll over to the next semester. If necessary, the employee can cover any further time off by using either paid/unpaid leave options as provided for by current regulation, or vacation leave or ROL leave.

Employees with non-teleworkable duties falling into group 3 (50% non-teleworkable duties). These employees will be allowed to work remotely, with their immediate supervisor's authorization, within the limit of 50% of the working days in a given year (e.g. for 2020, 304 working days - to be adjusted in the case of vertical part time: teleworkable days max 150 divided into semesters (75). Unused remote working days will not roll over to the next semester. If necessary, the employee can cover any further time off by using either paid/unpaid leave options as provided for by current regulation, or vacation leave or ROL leave.