

Guidelines for workers with non-teleworkable duties

*Guidelines issued by the Human Resources Service
November 5, 2020 updated on March 15, 2021*

Please see below the duties considered 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 for the purposes of issuing the certificate of sickness. The employee is required to notify his/her immediate supervisor, the FBK Safety Office sanitaria@fbk.eu and the HR office - 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 non-household individuals who have tested positive or have Covid-19 symptoms.](#)

In the case of close contact with household members who have tested positive or have Covid-19-like symptoms, or with other people who have tested positive (e.g. an acquaintance, a friend, etc.), or present Covid-19-like symptoms, the employee is required to notify his/her immediate supervisor, FBK's Safety Office sanitaria@fbk.eu, the HR Office - hr.smartworking@fbk.eu and his/her primary care physician.

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.

In case of lockdown/red zone:

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.

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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.

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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.