

## TELEWORKING TECHNICAL FACTSHEET

It is essential to remember that teleworking is part of an approach to improve the way in which work is organised, and is based on digital technology. It is work undertaken outside the employer's premises on a regular, elected basis, using information and communication technologies (such as fixed and portable computers, the Internet, mobile phones, etc.)

It does not refer to the management of working hours, but to a way of organising work. The practice of teleworking has no impact on calculating actual working hours. The framework scheme, the contract of employment and any amendments to this contract specify procedures for monitoring working hours. An employee/agent carries out his or her professional activity in the normal way and can usually be contacted by his or her employer at time slots set in consultation with the employee.

### **This scheme has many advantages:**

For employees, it offers greater autonomy, more free time and less time spent commuting to and from work. This makes it easier for employees to enjoy a better work-life balance, thus improving their quality of life.

Furthermore, this way of working facilitates access to employment for people who find it difficult to travel.

### **Beneficiaries**

All employees who are bound to their employer by an employment contract governed by Act No. 729 of 16/03/1963 concerning employment contracts and who reside in the Principality or in a country that has signed a bilateral agreement, enabling a teleworker to continue to be affiliated to the Principality's social security bodies.

### **Where teleworking can be undertaken**

To date, teleworking can only be undertaken from France or the Principality:

- ✓ From the employee's home,
- ✓ From a "third place": these are workspaces that are managed by a public or private economic operator and distinct from the employer; they can be tele-centres or co-working spaces. They enable teleworkers to undertake their work outside the company's premises.

Work undertaken in an employer's decentralised location or premises made available to the staff by the employer is not regarded as teleworking.

This scheme is implemented on a voluntary basis within a company, with the agreement of the employee and the employer. It can also form part of the employee's recruitment conditions.

Teleworkers are entitled to equal treatment. They have the same collective rights, the same career opportunities and the same access to information and training as other employees of the company. Teleworking must not exceed two-thirds of the employee's weekly working hours.

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