

## TELEWORK APPLICATION FORM

### Important Information

#### Kindly read the following before filling in the application form

1. The first part under **section 5 of the application form**, must include the applicant's full name and surname, signature of applicant and date.
  
2. The space provided under **section 5** should be signed and rubber stamped by the Head of School/Head of College Network (if the applicant works in a school) and by the respective Director (in the case of Non-Teaching grades). The following must also be included with the application:
  - i. Document(s) supporting request (if applicable);
  - ii. **Section 7-** 'Administrative Process for telework approval' questions 1 to 9 which must be filled by the Head of School and endorsed by the Head of College Network (if the applicant works in a school) or filled and endorsed by the Director (in the case of Non-Teaching grades).
  
3. A scanned copy of the application form, together with all relevant documents as indicated at **point 2** above are to be sent to: [telework.mede@gov.mt](mailto:telework.mede@gov.mt)

## APPLICATION FOR TELEWORK

Attention all applicants – Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may constitute grounds for disciplinary action.

Once endorsed by all parties, this Application constitutes the teleworking agreement between the employee and employer as indicated in the Teleworking Terms & Conditions listed in this Application.

Date of request: \_\_\_\_\_  
(applications should be made at least two (2) months in advance)

Date of receipt

### SECTION 1: APPLICANT'S DETAILS (to be completed by the applicant)

Name:

ID Card No.:

Surname:

Home/Mob:

Ministry/Entity:

Department/ Directorate:

Grade/Position

E-mail:

Period of Telework being requested: from: \_\_\_\_\_ to: \_\_\_\_\_

Reason for request:  
\_\_\_\_\_

(Reason for request is not mandatory, however, it is recommended that a reason is stated as this will assist management in making an informed decision).

Document(s) supporting request enclosed with application:

YES  NO

I accept the Terms & Conditions as stipulated in Section 6

YES  NO

**SECTION 2: JOB AND EMPLOYEE SUITABILITY**  
(to be completed by the Director/Head of Department)

Job's Suitability*	YES	NO
Employee can perform duties without a high degree of interaction with clients		
Employee can perform duties without a high degree of interaction with colleagues		
Employee can perform duties without need to access secure files or documents that cannot be removed from the workplace		
Duties can be performed at a remote location		
Duties can be split up into different tasks, some of which can be performed remotely and collectively amount to a minimum of two days of teleworking per week		

Employee's Suitability*	YES	NO
Employee has successfully completed his/her respective probationary period		
Employee is able to work without constant supervision		
Employee is able to work on own initiative		
Employee is competent in time management skills		
Employee is ICT literate		
Employee is reliable with respect to security of data		
Employee has a proven track record of past performance with proven ability to meet deadlines and deliverables		

\*One negative marking makes this application unsuccessful.

**SECTION 3: AGREED ARRANGEMENTS** (between Director/Head of Department and Applicant)

Winter Work Schedule: 1 October – 15 June

(specify the working schedule indicating the start/end time and breaks)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Office						
Telework						



**LOCATION DETAILS:**

(Please specify the address from where you will be e-working and where you need the e-work facilities installed)


**SECTION 4: IT REQUIREMENTS**

**Hardware**

(Tick the one applicable)

At work, do you use a desktop or a laptop?

Desktop

Laptop

**Software**

(Please list specific software / services / applications you need access to)

I need access to the standard Office Automation software only.

In addition to the standard Office Automation software, I need access to the following:

**Connectivity Requirements**

(Tick the one applicable)

Tier 1: Internet, E-mail

Tier 2: Internet, E-mail, VPN

Tier 3: VPN

Section 5: Endorsements

Employee

Full Name:

Signature:

Date:

Director/ Head of Department

Full Name:

Signature:

Date:

Recommended

Not Recommended

Section 6: Endorsement for HR Use Only

Director responsible for People Management/Corporate Services

Full Name:

Signature:

Date:

Recommended

Not Recommended

Permanent Secretary

Full Name:

Signature:

Date:

Approved

Effective Date:

From date requested by the applicant

From            /            /

Not Approved

(if not approved please provide reason)

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The information supplied in this application form shall be used exclusively by the employing Ministry for record keeping and verification purposes. Personal information provided on this application form is protected, and used in accordance with the provisions of the Data Protection Act.

Section 7: Administrative Process for telework approval

Name of teleworker: \_\_\_\_\_ Grade/Position: \_\_\_\_\_

Head of School can fill in this justification but only Head of College Network can endorse it.

		Director/HCN
1.	Director/HCN is to <b>soundly justify</b> the request for telework.	
2.	List of duties that the employee will be performing during teleworking hours.	
3.	Will the Unit/Section/Directorate/Department work be negatively affected if telework is approved?	
4.	Will, due to this request and other already approved requests for telework, additional capacity building be requested?	
5.	Should this request be approved, will a precedent be set, and will the other employees within same unit/section/directorate/department be affected?	
6.	Is this request for definite period i.e. that it will not be renewed in the future?	
7.	Will the hours being requested as teleworked affect the performance of the employee?	
8.	Will the hours being requested as teleworked affect the performance of the service being given?	
9.	Does this request ensure that the service delivery is efficient and excellent?	
10.	<b>Signature of Director/HCN</b> Stamp & Date	

Section 8: To be sent for endorsement by HR

<b>Signature of DG/CIO</b>	<b>Justification for Recommendation</b>



## Section 9: Teleworking Terms & Conditions

The Terms & Conditions listed hereunder apply to employees hereinafter referred to as “teleworker” who are entering into a teleworking arrangement with their employing Ministry/Entity.

Prospective teleworking applicants should read all terms & conditions before filling in the Application for Telework which constitutes of the teleworking agreement between the employee and employer.

1. Teleworking arrangements are subject to renewal every 12 months.
2. The terms of telework are based on the policy principles outlined in the “Teleworking Policy in Public Administration” and the “Guidelines on the Implementation of Teleworking by Public Employees” which documents have been made available to the employee who confirms understanding thereof.
3. Teleworking is based on a voluntary agreement between the employee and the employing Ministry/Entity.
4. Termination of the teleworking agreement can be instigated at any time by either party by giving thirty (30) working days’ notice in writing. The teleworker’s failure to meet the agreed standards and workload entails immediate termination of telework.
5. The employee must be contactable by phone during normal office hours and available at their place of telework during the agreed core hours.
6. In the event that the telephone number provided by the teleworker where s/he can be contacted during normal office hours becomes unavailable or if the telephone number is changed, the employee is obliged to inform the employer as soon as possible and in any event by not later than one (1) working day from the number becoming unavailable or being changed.
7. The teleworker is subject to the same working conditions in terms of responsibilities, liabilities, policies, employment conditions and all other legislation, regulations, determinations and code of conduct, etc. that are applicable at the central workplace. The employee and Director/Manager are to agree in advance on the deliverables as happens with employees working at base.
8. The teleworker will still be considered as a regular employee, and shall be eligible to participate in all activities and enjoy the same benefits as any other employee not on teleworking. In the same manner a teleworker will still be bound by the policies, rules and regulations of the employer and is liable to these in the same manner as any other employee.
9. The employer shall ensure that initial installation of equipment, which shall be of such safety standards as are applicable if the equipment were to be installed at an “on-site” workplace, shall be carried out in such a manner as to ensure safe operation. Given the nature of the equipment and the area in which it shall be operated, due

consideration being given to family and social factors in the said area. The teleworker is properly instructed in the safe use of the equipment.

10. The employer may carry out periodic, pre-announced visits to the workplace to examine the equipment and workplace and shall direct modifications or repairs as may be required to the workstation. This shall be at the expense of the teleworker, including modification to the placement or positioning of the equipment, subject to the teleworker's consent thereto. In the event that the teleworker does not consent to visits or modification or repair, the employer shall have no liability whatsoever in the event of injury or incapacity caused by the equipment or the work-process occurring since installation or the last visit performed as the case may be.  
The employer shall at his complete discretion be entitled to terminate the teleworking arrangement in the event that circumstances so require.
11. The employee should attend compulsory training session/s provided by the Government on the design of effective and risk-free workstations. Following the successful completion of this training the employee is required to conduct a risk assessment of the workstation, from where s/he is intended to perform telework.
12. All equipment provided by the employer shall remain the property of the employer and the teleworker is bound by all policies and regulations related to such matters as applied in the central workplace. Any security arrangements for equipment and assets and all procedures for securing the confidentiality, protection of information and intellectual property therein are to be in accordance with organisational policy or practice. If a policy is not in place it is the teleworker's responsibility to take such measures as would be taken in a non-teleworking environment, including the physical securing of equipment and assets, to protect the interests of the employer.
13. The teleworker is bound by regulations governing use of ICT in Government. All relevant policies are to be observed irrespective of where the teleworker is working and whether the equipment being used for teleworking has been provided by the employer or is the employee's own.
14. The equipment used for teleworking will be used according to standards and security measures conformant to Government policies and recommendations, and may be subject to keystroke or call listening/recording. By entering into a teleworking agreement, the employee is consenting to all reasonable methods of surveillance by the employer to ensure the proper performance by the employee of the duties of employment.
15. It is to be ensured that work deliverables are monitored and it is the responsibility of the teleworker to adhere to all the reporting mechanisms which may be laid down by the employer.
16. The employer is responsible for the provision and maintenance of equipment if this is deemed necessary. An agreed list of equipment is to be attached to the telework application and signed by the employee and the Director/Manager. Any changes to this list shall be made in writing and signed by both parties.

17. The teleworker is responsible to take reasonable care of all equipment provided and should periodically examine it to ensure that the equipment remains functional and safe to him/her and other family members or visitors. The teleworker shall not make any modification to the equipment other than with the consent and under the supervision of the employer. Furthermore, the employee is liable for any damage caused due to negligence on his or her part.
18. In order to ensure work continuity, whenever any equipment requires repairs, the teleworker should accept any temporary arrangement provided by the Director. This arrangement shall remain in force until such time as the equipment's functionality is fully restored.
19. Teleworking arrangements are subject to review every 3 months during the six-month trial period. Reviews will then be reduced to every six months for the remaining teleworking period.
20. The location, type of work, results measurements, contact and working arrangements are to be agreed to between the employee and the Director/Manager. The employer/Director through the respective Director responsible for People Management/Corporate Services, should endorse any other proposed changes to the conditions of employment. In case of disagreement, the changes should be endorsed by the respective Permanent Secretary. These arrangements should be documented, signed by both the employer and the teleworker and attached to the telework application. Any changes to these arrangements should be agreed to and signed by both parties. A copy of the telework application is to be kept by the employee and another copy inserted in the employee's personal file.