

OPM Circular No 6/2008

OFFICE OF THE PRIME MINISTER
Auberge de Castille
Valleta CMR 02

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Permanent Secretaries
Directors General
Directors
Heads of Parastatal Organisations

TELEWORKING

Teleworking is considered to be another milestone in Government's policies to promote i) a more family friendly working environment, ii) the Lisbon Agenda for more equality and employment, and iii) more use of the ICT facilities across Government.

This circular launches the policy on Teleworking in the Public Administration of Malta. Attached to this circular are the formal policy with the general principles and the teleworking guidelines to be used together with the policy. The whole document applies to both the Public Service and the Public Sector.

The Teleworking arrangement is an opportunity intended to benefit both the employee and the department. Facilitating the possibility for the employer to retain employees who have the experience and to keep benefiting from their input, telework also enables individuals to combine their family responsibilities with their contribution to the work force.

The arrangement is meant to develop a win-win situation where the department's output is maintained, and possibly improved, while the employee is supported in combining work and family responsibilities. For these objectives to be reached, careful consideration must be given to the job and the teleworker. Particular employees and specific jobs may not be suitable for telework. The respective Heads of Departments / Managers must carefully examine requests to ensure that the needs of the applicant are given careful consideration, and also that the output and timeliness of their entity are maintained. The Teleworking arrangement is entirely voluntary and may not be imposed by the Head nor demanded as of right by the employee.

The adoption of teleworking is highly encouraged in line with Government's objectives as explained above and the policy and guidelines should be brought to the attention of all employees with Government.

Dr G Grima
Principal Permanent Secretary

Encl: Teleworking Policy: 32 pages