

You are teleworking ?

The CNE is there for you !

You're working one or more days a week outside of your usual working place ? You have questions about your schedule, your costs or the respect of your private life? We'll give you answers for your rights and obligations in terms of teleworking.

ANTICIPATE AND OFFICER YOUR RIGHTS AND OBLIGATIONS

Teleworking has to be a deliberate choice. Outside of the " Corona measures ", you cannot be forced to be teleworking, and the employer could still refuse. If you're intermittently teleworking (i.e. because you're waiting for the heating engineer at home), this telework has to be accepted by your employer (it could be an oral agreement too). If you're teleworking in a structural way (i.e. one day each week), this has to be written as a mutual agreement between you and your employer (on an amendment to your contract). In any case, teleworking can be framed in a collective labor agreement for the entire firm or in the employment regulations.

THE SOCIAL RIGHTS PROTECT YOUR WORKING CONDITIONS

The teleworker has the same rights in terms of working conditions as the similar workers that are occupied in the firm offices. The amount of work and the performances standards while teleworking have to be similar to the ones of an office-worker. The amount of work and a risk assessment have to be analyzed by the firm in terms of psychosocial and ergonomic/physic (potentially harmful depending on several factors) consequences, at least once a year, together with the External service for prevention and protection at work. If you're injured while teleworking, you are covered by your insurance policy against accidents at work. By the way, this insurance is also covering you while you're driving your children at school before coming back home for working.

TELEWORKING ORGANIZATION

Outside of the " Corona measures " forcing to homework, teleworking can take place inside the worker's home or whatever place he could choose (outside of the firm offices). Except as otherwise agreement, your working schedule remains the same. Your employer can't take advantage of the situation to increase his supervision (i.e. calling you every hour while he only calls you twice a day when you're at the office). He can't install a spyware on your computer without agreement, or have access to your emails without your knowledge. Don't forget : an employer has the right to collectively control the emails from his firm, but if he wants to check your specific communications, he has to respect 3 conditions : legitimate purpose, collect only the necessary data, give notice to the involved people and the union representatives. If you need more details, please read our reflex form called " Your private life is threaten at work ? ".

EQUIPMENT AND MAINTENANCE COSTS

In case of structural homeworking, the equipment and maintenance costs (computer, internet, communication, etc.) are supported by your employer. The practical arrangements could be written in a firm convention, in your labor agreements or in a personal convention. The administration allows the employers to cover their workers for their actual costs (on the basis of the invoices and only if the costs don't have a luxurious nature) or on flat rate (which amounts are decided by the administration). The payments that could eventually be paid by your employer won't be part of your salary and won't be subject to any taxation. You are teleworking ?

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Need to contact us ?

Call us on 067 88 91 00

Mondays, Tuesdays and Wednesdays from 9am to 12 pm and Thursday from 1.30pm to 4.30pm.

Need to meet us ?

Our offices are open at least on Mondays, Tuesdays and Wednesdays from 1.30pm to 4.30pm and on Thursdays from 9am to 12pm.

Need to write to us ?

Single address : cne.info@acv-csc.be

Our staff will answer as soon as possible.

Due to the current sanitary conditions, these schedule may change. Please contact the local office before you come.

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Le contenu de cette publication s'entend aussi bien au féminin qu'au masculin

www.lacsc.be/cne