



Q&A

Friday News, Tuesday 26 May 2020

SHORT-TIME WORKING

I'd like to ask about colleagues who are short-time working because they can no longer do their job (I am talking about jobs that cannot be done remotely). Will they now be able to return to work?

If these people cannot perform their jobs remotely and their activities are considered essential, their manager may allow them to return to the office. This will not necessarily be a permanent arrangement but may be on a regular basis. On the other hand, if the activities are not considered essential and can continue to be suspended, the short-time working arrangement may be maintained. This is a decision that is left to managers and directors, after discussion with their team members.

How many employees are currently on short-term working and how many are not working at all?

In April, there were 20 employees who were short-time working and in May there were 25. These figures include employees at headquarters and in the regional offices.

How does short-term working apply in relation to childcare? Is it possible not to work at all for childcare reasons, or is only short-time working possible?

For people who find it difficult to work remotely full-time due to their childcare arrangements, it will be possible to use the short-time working scheme. The member of staff should first discuss this with their manager to determine the percentage of working time that will be subject to short-time working, which can indeed be up to 100%, and to define a daily work schedule for the employee.

We are currently surveying all managers to see who may be covered by this scheme, whether due to childcare arrangements or due to a reduction in activities.

Short-time working was only taken into account below 50% (of working time). How do you manage the number of employees who work between 60 and 90% of their time in the same team?

No, short-time working was not taken into account only below 50%, and the current survey we are conducting will make it possible to find out more about the actual time people are working, and to apply for short-time working if necessary. It will then be up to managers to distribute the workload within their teams according to the available working time, and to possibly put certain tasks or cases on stand-by.

It is true that over the last few months, people who have been working remotely full-time have partly compensated for the reduced availability of some of their colleagues. However, this working rhythm is not sustainable and, therefore, is not desirable in the long term, because we would not want to exhaust the teams.

We would like to take this opportunity to remind you that you recently received a note from the occupational health psychologist with recommendations on how to deal with the easing of confinement, [please read it](#).

REMOTE WORKING

In the medium term, could working remotely full-time lead to a revision of the "place of work" through an amendment to the employment contract?

The remote working agreement does not currently apply as such since we are still in an exceptional situation. Negotiations on the remote working agreement will resume at the end of September, by which time we will have been able to make an initial assessment of the usual arrangements and of the current experience.

It is important to see how things will evolve in September, given the constraints of public transport and childcare (nurseries, schools, etc.), in order to know how best to adapt the organisation of our work in general. We do not know if we will move towards full-time remote working, but it seems certain that we will change the way we organise remote working, and that it will certainly become more significant in our lives in the future. This could potentially involve reviewing contracts or the collective agreement.

Could we reduce the daily working hours and take it as time-off-in-lieu?

This is one way of looking at things that we will have to discuss with the Works Council because this measure falls under the Works Agreement.

Are train tickets reimbursed if you are remote working in places outside Paris?

No, if your usual place of work is at headquarters, then remote working outside Paris is your personal choice, and travel costs to and from headquarters are not covered. However, you must systematically send Fabienne Kirmann an insurance certificate from the place where you are working remotely.

What costs related to remote working are covered?

The rules are set out in the remote working agreement, which states that the employee may be reimbursed for additional costs caused by remote working. The extra cost of certain expenses can be covered (insurance for example, internet subscription if this is an extra cost), up to a maximum of 20% of the amount of the bill. Claims for reimbursement must be accompanied by supporting documents and an expense report, approved by the head of department. This may cover up to 100% of the purchase of specific essential equipment. This option must be approved in advance by the head of department.

We will work with the DFSI on an additional procedure to explain precisely how to apply for these reimbursements.

If a member of staff is at-risk, will remote working continue beyond 31 August?

Yes, if the epidemiological situation has not changed, full-time remote working will continue beyond 31 August for people who are at-risk.

Can meal vouchers be used outside the usual place of work?

Yes, Médecins du Monde meal vouchers can be used anywhere in France, in supermarkets, food shops, etc. They are valid until the end of 2020. The government may relax the conditions under which they can be used, but the maximum amount currently allowed is 19 euros per purchase.

PRESENCE AT HEADQUARTERS

For those who must or will return to headquarters, what measures do they have to respect? Is there an information leaflet or rules to follow?

A good practice guide will be distributed at the end of the week and will be available to all those working at headquarters. It will also be translated into English for people coming to headquarters for briefings, for example.

This tool will be shared with the regional offices, who will be able to adapt it to their premises if they so wish.

Is there a maximum number of people per team present at headquarters? Will there be an on-duty member of staff in the different departments?

We have set the maximum attendance level at headquarters at 50 people, i.e., around 20% of the salaried workforce. However, there is no maximum number allowed per team, nor is there a permanent on-duty person. Some teams will continue to work remotely full-time while others will alternate working at

headquarters. It really depends on the needs and constraints of each department. However, it will be compulsory to maintain a distance of 4m² around each person, and constraints on space will play a role. Each regional office is in a different situation, which depends both on the activities implemented, the configuration of the premises, and the number of staff based at each site.

If I have to come to the office, just once, to pick up equipment that I need, what do I have to do / who do I have to ask? Can I go to headquarters occasionally to pick up meal vouchers or equipment from 1 June? Do we need approval from HR or a meeting?

It is important to respect the rules on the maximum number of people at headquarters at any one time. For this reason, trips to headquarters must be planned, even if they are only one-off visits. You must ask your manager for permission to come to the office. Visits to headquarters must be approved by the relevant director and the HR department. In the regional offices, visits must be approved by the head of the operational division and the career officer.

It is possible to come and collect equipment, including computer equipment, in order to improve your remote working conditions. A procedure was shared with the directors who then forwarded it to their department heads, so that they are aware of where the various pieces of equipment are.

This procedure specifies that it is not possible to have duplicate equipment (for example a wide screen at home and another at headquarters, etc.).

Do the entry badges for headquarters work, if I want to pick something up outside of working hours (and respect the restrictions on capacity)?

The badges are working as usual. However, even if your visit is a one-off, you must obtain permission beforehand so that all safety instructions can be implemented.

Who can we contact within HR if there is a disagreement about returning to the premises?

In the event of a disagreement, the first person to contact is the career officer. If necessary, the case will be reported to the head of Career Development Department, or to the HR department. For the time being, there is no requirement to physically return to the workplace.

Are people who have offices without windows allowed to come back? Do you plan to change the layout of the premises?

Offices without windows or ventilation cannot be accessed by several people on the same day. This is part of the safety instructions to be observed. However, the headquarters ventilation system, which was serviced just before reopening, makes it possible to work in some offices without windows, when there is an air supply in the office. All this information will be displayed on site.

For the time being, we do not plan on rearranging the premises, at least not during this three-month period. We will use spaces left vacant by people and departments that continue to work remotely. Furnished offices will be available for people who cannot access their usual space. However, a reorganisation of the premises may be considered for the next phase from September onwards, depending on possible working methods and decisions taken at that time.

Who decides whether a meeting must be held in person?

It is for managers to decide whether meetings will take place face-to-face meeting, after discussion with the team. Currently, any return to the office is voluntary. There will certainly be “hybrid” meetings, with some people attending in person and others remotely.

Will the room reservation system continue to work for group meetings if they are held at headquarters?

Yes, this will be set out in the user guide, but the room reservation system remains the same and will be extended to new meeting spaces, albeit on a temporary basis.

Will we be able to return to headquarters for training or meetings in the coming weeks?

Each manager will decide whether face-to-face meetings are essential, while respecting safety instructions. As far as internal meetings are concerned, at the moment it appears that it is simpler to organise meetings

either face-to-face or by videoconference, but that hybrid meetings are not necessarily the ideal way to include people who are working remotely. For the month of June, the geopolitical and thematic groups opted for videoconference meetings, but these decisions are being taken on a case-by-case basis. In terms of training, the first face-to-face training session will be organised at headquarters in June. This will be a Welcome to MDM session for new members of staff, a group that has been defined as a priority, and will bring together around ten participants.

MISCELLANEOUS

Are vulnerable people required to sit a medical examination?

Vulnerable people should contact the HR department to arrange a medical check-up with the occupational health doctor, and any recommendations must be followed in addition to full-time remote working. The procedure is explained in the [note on easing lockdown](#) (in French only) published by the HR Department.

Would someone who is vulnerable but who has COVID-19 positive antibodies (and so is immune) be allowed to return to the office?

The current understanding of COVID-19 does not confirm that someone with antibodies is immune to the disease. Having had the disease or producing antibodies against it cannot, therefore, be considered as providing protection. The rule designed to protect vulnerable persons therefore remains applicable.

What about taking leave during the summer?

Summer leave will be organised as usual, by contacting your manager. Leave will be approved according to the level of activity and the number of people in the department. The legal rule requiring a minimum of 12 consecutive calendar days of paid leave between 1 June and 31 October continues to be in force and must be applied.