

## WORKING TIME - STATE OF PLAY

### I. Commission decision of 16 December 2013

On 16 December 2013, the Commission adopted a Decision (C(2013)8995) on working time which includes the following provisions:

1. Working Hours: 40 hours per week spread over 5 days, which is an alignment with the working week in international organizations (UN, OECD, ... ) (see attached table):
  - Recording working hours from 7:00 a. m. to 8:00 p. m.;
  - Maximum recording time : 10 hours a day, 8:30 for part-time staff;
  - Minimum 30 minutes for the lunch break, compulsory beyond 5 working hours;
  - Services must ensure the presence of their personnel from 08:30 . to 17:30 , with a possible break between 13:00 and 14:00 p. m.;
  - Core time: 09:30-12:00 and 15:00- 16:30 p.m. (16:00 p.m. on Friday);
  - Working hours for those not applying flexitime (unless modified by the supervisor) 08.30 - 12:30 and 13:30 to 17:30 p.m.
2. Flexitime applicable periods: 07:00 - 09:30, 12:00 - 15:00, 16:30 p.m. (16:00 on Friday) -20:00 p.m.
  - In case of credit hours: possibility to carry over a maximum of 16 hours per month to the next month.
  - Same as in the case of debit of working hours (beyond 16 hours the debit is considered as an "unauthorized absence").
  - Recovery:
    - up to grades AD8/AST8: 2 days or 4 half days per month maximum;
    - AD9/AST9 grades and beyond: 4 non-consecutive half days maximum per month.
    - These rules are not applicable to senior and middle management who will manage their working time with the agreement of their immediate superior.
3. Recording system: the decision of 16 December foresees that the DG HR will define a single recording system for all staff, after a period of transition, which may include a manual recording system, an electronic recording system, magnetic cards or similar tools. It is clear that, regardless of the recording system, it must be compatible with the rules on data protection.

Here is the message which has been received in some DGs:

*With regard to technical implementation of time recording, DIGIT has developed a new module in Sysper2 (QUICKTIM). This will be available in early 2014 and will allow for time registration by clicking on a Sysper2 icon. DG HR expects to formally introduce this new module following the necessary increase in server capacity.*

*In the meanwhile, DG HR recommends the following:*

- Staff who are currently in the flexitime scheme should continue to record their hours as usual*
- All other staff should be invited to self-assess their working time in January. This can be done on paper or in an excel sheet and should allow staff to get used to the new time schedule and to self-monitor their working time.*
- Afterwards, time recording in Sysper2 will become obligatory for everybody, whether in the flexitime scheme or not. Staff who choose not to join the flexitime scheme will need to respect pre-determined and fixed standard hours on a daily basis.*

Representatives of DG HR confirmed that, as for the 40 hours, the need for and the principle of verification of working hours is a fact **for the Commission** with a very clear position of the College, citing allegations from the outside world. It seems that the problem does not arise for staff in flexitime which is already subject to such checks. **This assumes that personnel that are not on flexitime will have to record their hours of attendance.**

DIGIT is currently developing a computer system for this purpose.

That being said, this new policy poses a fundamental question:

- How to ensure the principle of trust? For some, it is the betrayal of trust on the part of the institution, for others it is an essential and indispensable condition in order to obtain the desired flexibility or then to stop the abuses of the lazy people.
- If recordings of the working hours are required, it would appear better to register in the flexitime system? Nevertheless, does this not require some adaptations?

Our colleagues in other institutions have differing systems, which are worth studying.

## II. Comparison between institutions

Institution	Commission	Council	EP	COR	EESC	Court of auditors	Court of Justice
Flexitime: (mandatory/optional)	Optional		officially no flexitime			mandatory	
Système d'enregistrement	Sysper2 – QuickTIM (?)	mandatory badge reader		mandatory Sysper2- QuickTIM	mandatory Sysper2- QuickTIM	badge reader	
Regular hours	8:30 - 12:30 13:30 - 17:30	8:30 - 12:30 13:30 - 17:30	8:30 – 12:45 13:30 -17:45 ou 14:30-18:45 Friday: 8:30-13:30 except Fridays before session	8:30 - 12:30 13:30 - 17:30	8:30 - 12:30 13:30 - 17:30		
Core time:	9:30 - 12:00 15:00 - 16:30 (16:00 on Friday)	No core time		10:00– 12:00 14:15 – 16:00 No core time on Friday afternoon	10:00– 12:00 14:15 – 16:00 No core time on Friday afternoon	9:30 – 12:00 14:00 – 16:00 No core time on Friday afternoon	10:00 – 12:00 14:30 – 16:30 except Friday
Hours of recording maximum duration: <ul style="list-style-type: none"> <li>on a full-time basis</li> <li>on a part-time basis</li> </ul>	7:00 – 20:00  10 h / day 8h30/j	7:00 – 20:00  9h/ day?		7:00 – 20:30  10 h / day 8h30 <sup>1</sup>	7:00 – 20:30  10 h / day 8h30	7H00-20H30  10 h / day	7:00 – 22:00  10 h / day
Maximum credit hours (per month)	16h	40h (25h until 31.12.13)		16h	16h	40h per month	24h
Maximum debit hours	-16h	-10h		- 16h	- 16h		- 16h
Recovery (per month)	16h max by ½ d for AD8 + and + AST8	16h max		16h max	16h max	16h	2 days / month, 3 days / month during recess
Senior officials		No recovery				derogatory recovery plan without badge (HoU, Director, Heads of Cabinet)	possible recovery
Mandatory rest break	30 minutes	15 minutes		30 minutes	30 minutes	20 minutes	30 minutes

<sup>1</sup> As the regulations now stand.

### III. The negotiating ways

It is necessary, first, to underline the specificities of the Commission in relation to other institutions, namely:

- An institution spread across dozens of buildings in Brussels, with a staff that must often move from one building to another and has meetings outside the institution.
- A multitude of places of employment: Brussels, Luxembourg, research centers (Ispra, Seville, Karlsruhe, Geel, Petten, Cadarache), the Commission Representations in the 28 Member States and the Delegations in third countries. How to ensure equal treatment?

We need to negotiate more **flexibility** in the application of the system, namely:

- **Reduction of the range of core-hours (10:00 instead of 9:30 a. m.);**
- **Elimination of core- hours on Friday afternoon;**
- **Reduction of mandatory lunch break (30 instead of 15 minutes);**
- **Increasing of the ceiling of flexitime hours that can be accumulated (16 instead of 40) as in the Council, Court of Auditors etc.**
- **Increasing of the number of hours recorded per day for part-time staff;**
- **Increasing of the number of the hours recorded during missions, taking into account the travel time.**

In addition, we can launch the idea of the **compressed-week "9/10"** (9 days of work, 1 day off ) as a form of work organization, which has been used for 20 years at the World Bank and other international organizations in the USA).

It is also possible to include the use of **teleworking by setting numerical targets as it was done for the training, setting, for example, an average individual target of X teleworking days per year in 2014 to reach Y days or more (10 % - 20 % of total time) on the horizon ... 2020. This would have a significant impact also on emissions and urban congestion and contribute to the objectives that the Commission set itself vis-à-vis the Member States.**

Source : <https://eurofound.europa.eu/eiro/studies/tn1305017s/index.htm#hd2>

**Figure 4: Average collectively agreed normal weekly hours in the local government sector, 2012**

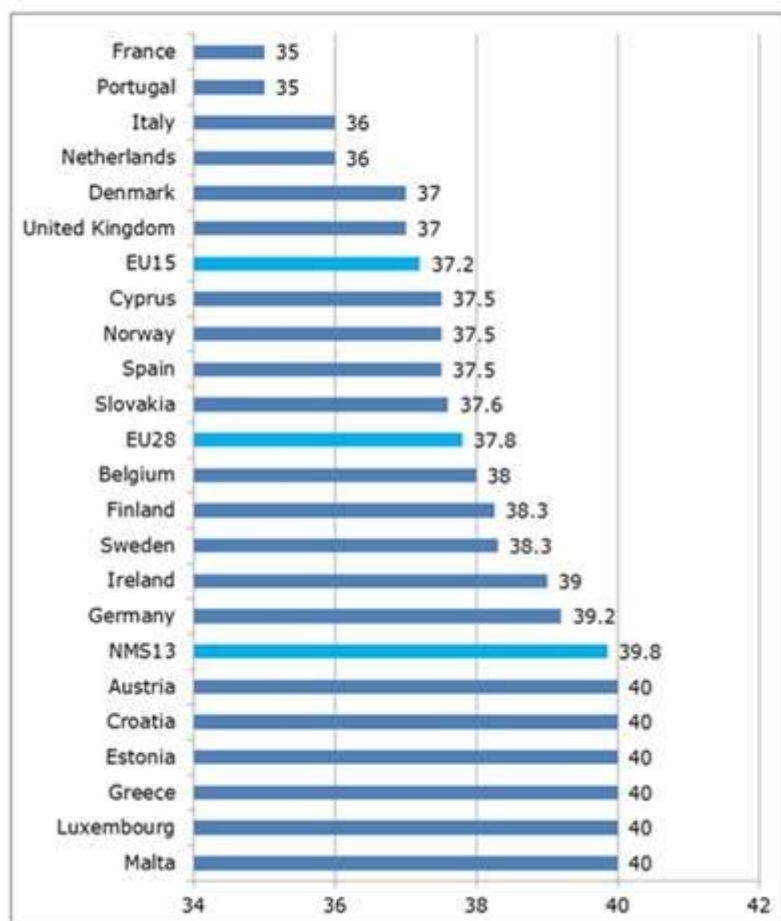


Figure 1: Average collectively agreed normal weekly hours, 2012

