
WHO EXCEPTIONAL TELEWORKING AGREEMENT

1. Teleworking location

1.1 WHO and the staff member ("the Parties") agree that the staff member will retain his/her official duty station for the duration of the teleworking period.

2. HR Administration

The conditions of the staff member's employment with WHO continue to apply except as otherwise expressly agreed here by the Parties. The staff member continues to be subject to the Staff Regulations, Rules and policies and practices of WHO.

2.1 From the date of signing the Agreement, the requirement for the staff member to attend WHO office locations to carry out his/her duties includes attendance at his/her home-based office.

2.2 If the staff member is required by WHO during any period of telework to attend a meeting in the WHO office or other work location/s, the staff member will promptly travel to that location for the time or times required. The staff member will bear all costs related to the roundtrip travel between his/her recognized place of residence and the duty station. Should the staff member be required to report to another work location, the Organization's liability will be limited to the cost of round trip travel between the duty station and that work location.

2.3 At all times, WHO reserves the right, upon reasonable notice to the staff member, to terminate the telework arrangement.

3. Work Schedule for Teleworking

3.1 In principle, the entire work schedule of the staff member shall be at the disposal of the Director-General (Staff Regulation 1.2) and such other staff as the supervisor might designate.

3.2 The staff member will submit to the supervisor the attendance records monthly, for hours worked at the office work site and the teleworking office, including any periods of leave.

3.3 The staff member will be reachable by phone during core hours.

3.4 The staff member will check e-mail as often as necessary.

4. Official Duties

4.1 An ePMDS+ workplan to be accomplished by the staff member during the period covered by the exceptional teleworking agreement will be established, and will be modified if needed, based on a discussion between the supervisor and staff member.

5. Reports on Work Output

5.1 The staff member's approved workplan referred to in Item 4 will be the main tool for evaluating work and measuring progress.

6. Equipment/Supplies/Other Costs

6.1 Existing compatible IT equipment assigned to the staff member will be used at no cost to WHO, if the staff member agrees to the arrangement.

6.2 Any costs incurred by the staff member to facilitate teleworking, including travel costs to and from the duty station, other than costs agreed to in writing and in advance by WHO, are the staff member's own responsibility and are not the responsibility of WHO.

7. Cancellation

7.1 If the staff member ceases to be employed by WHO or stops teleworking for WHO for any reason, he/she will immediately return all WHO files and data to WHO.
