

## Remote work - comment in a nutshell

- ✓ The provisions on remote work will be added to the Labor Code and will replace the provisions on teleworking and the provisions on remote work from the so-called *Tarcza (The Shield)*.
- ✓ The employee's consent will be required, except in extraordinary situations (epidemic, etc.).
- ✓ The rules for performing remote work will be specified in **the regulations on remote work**. Employers with trade unions will need to conclude an agreement with them.
- ✓ The Regulations should specify:
  - 1) the group or groups of employees that may be covered by remote work,
  - 2) the rules of covering the costs by the employer,
  - 3) the rules for determining the cash equivalent or lump sum,
  - 4) rules of communication between the employer and the employee performing remote work, including the method of confirming the presence of the employee performing remote work at the workplace,
  - 5) rules for the control of work performance by an employee performing remote work;
  - 6) rules of inspection in the field of occupational health and safety;
  - 7) rules for monitoring compliance with information security and protection requirements, including personal data protection procedures;
  - 8) rules of installation, inventory, maintenance, software update and service of the work tools entrusted to the employee, including technical devices.
- ✓ The Employer shall be obliged to:
  - 1) provide the employee performing remote work with materials and work tools, including technical devices, necessary to perform remote work;
  - 2) cover the costs related to the installation, service, operation and maintenance of work tools, including technical devices necessary to perform remote work, the costs of electricity and necessary telecommunications services;
  - 3) cover costs other than those specified in point 2 directly related to the performance of remote work, if the reimbursement of such costs has been determined in the agreement, regulations;
  - 4) provide the employee performing remote work with training and technical assistance necessary to perform this work.

- ✓ When determining the amount of the **equivalent or lump sum**, the consumption standards of materials and work tools, including technical devices, their documented market prices and the amount of material used for the employer's needs and market prices of this material, as well as electricity consumption standards and telecommunication services costs are taken into account.
  
- ✓ The employee's admission to perform remote work will be conditional on the employee submitting a paper or electronic statement confirming that the remote work position at the place indicated by the employee and agreed with the employer is provided with safe and hygienic conditions of this work.
  
- ✓ It will also be able possible to perform remote work **occasionally** in the amount not exceeding 24 days in a calendar year. In this case there will be no need to issue remote work regulations.