

REUNITED

On one side, Josep Maria Palet Martínez, of legal age and with ID number XXXXXXXX, in his capacity as the director of the Catalan Institute of Classical Archaeology, residing at Plaça Rovellat, s/n, Tarragona (43003).

On the other side, Karen Fortuny Mendo, of legal age and with ID number XXXXXXXX, in her capacity as a representative of the workers of the Catalan Institute of Classical Archaeology, residing at Plaça Rovellat, s/n, Tarragona (43003).

On the other side, Iñaki Matias Santacoloma, of legal age and with ID number XXXXXXXXX, in his capacity as a representative of the workers of the Catalan Institute of Classical Archaeology, residing at Plaça Rovellat, s/n, Tarragona (43003).

And on the other side, Josep M. Puche Fontanilles, of legal age and with ID number XXXXXXXX, in his capacity as a representative of the workers of the Catalan Institute of Classical Archaeology, residing at Plaça Rovellat, s/n, Tarragona (43003).

The parts, recognizing their necessary legal capacity to sign this agreement,

EXPOSE

First. Given the provisions of Royal Decree 286/2022, of April 19, which modifies the mandatory use of masks during the health crisis caused by COVID-19, it is necessary to rectify the organizational, preventive, and safety measures applicable to the staff of the Catalan Institute of Classical Archaeology (hereinafter ICAC) established in the Regulations on telework and in-person work for the staff of the Catalan Institute of Classical Archaeology due to the health emergency for COVID-19 approved on March 23, 2022.

Second. The management of the ICAC and the representatives of the workers have been studying the various measures to be taken under the new legal framework, considering Instruction 2/2022, of April 21, regarding measures in the workplaces of the personnel of the Generalitat de Catalunya Administration due to the health crisis caused by COVID-19.

AGREE

First. This agreement affects all staff of ICAC classified as research personnel, scientific-technical service personnel, and management and support personnel for research.

Second. To approve the Instruction titled "Regulations on Telework and In-Person Work of the Personnel of the Catalan Institute of Classical Archaeology due to the COVID-19 Health Emergency" (Version III, April 28, 2022), which is attached to this document.

Third. The Regulations will come into effect the day after the last electronic signature of the participants in this agreement.

Fourth. A committee will be established to monitor compliance with the agreement. This committee will be composed of representatives of the workers and representatives of the ICAC.

And, in proof of agreement, the parties sign this document on the date of the last electronic signature of the participants.

NOTE: The last electronic signature is dated May 4, 2022.

Josep Maria Palet Martínez
Director
Institut Català d'Arqueologia Clàssica

Karen Fortuny Mendo
Representative of employees
Institut Català d'Arqueologia Clàssica

Iñaki Matias Santacloma
Representative of employees
Institut Català d'Arqueologia Clàssica

Josep M. Puche Fontanilles
Representative of employees
Institut Català d'Arqueologia Clàssica

(013.1-Agreement on Telework 2.docx jpe)

Regulations on Telework and In-Person Work of the Staff of the Institut Català
d'Arqueologia Clàssica Due to the COVID-19 Health Emergency

Version III. 28th April 2022

Regulations for Telework at Institut Català d'Arqueologia Clàssica (ICAC)

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CHAPTER 1: SCOPE OF APPLICATION, CONTINGENCY PLAN, AND GENERAL MEASURES FOR TELEWORK

Article 1: Purpose, Scope of Application, and Regulatory Framework

- 1.1. This Instruction aims to establish the organizational, prevention, and safety measures applicable to staff at ICAC in relation to their reintegration into the workplace and the telework regime in the context of the health crisis caused by COVID-19.
- 1.2. The provisions of this Instruction reference Instruction 2/2022, dated April 21, regarding measures in the workplaces of the personnel of the Generalitat de Catalunya due to the COVID-19 health crisis; the resolutions issued by PROCICAT; the regulatory framework; and the practices followed by other CERCA centers.

Article 2: Contingency Plan, Responsible Person, and Reintegration into the Workplace

- 2.1. The contingency measures to be applied during the reintegration into the workplace are described in the chapters of this Instruction and are based on those established in the "recovery phase" plan and COVID-19 contingency measures, as well as any that may be issued by PROCICAT based on the pandemic's evolution. Therefore, if necessary, this Instruction will be adjusted to any regulations that may be issued in the future by health authorities.
- 2.2. The administrator of ICAC will be responsible for ensuring compliance with this plan and will serve as the liaison with health authorities if required in the context of controlling a potential epidemic outbreak.

Article 3: Advantages and Purposes of Teleworking

- 3.1. The COVID-19 pandemic has accelerated the adoption of teleworking in organizations and has demonstrated its effectiveness. The development of information and communication technologies (ICT) has provided the necessary tools to efficiently carry out teleworking in roles that are suitable for it.
- 3.2. Teleworking is a non-presential work modality that allows most activities to be conducted outside the institution in the same manner as they would be performed in the workplace, thanks to the incorporation of new ICT technologies, provided that service needs allow for it and optimal physical conditions for teleworking are ensured.
- 3.3. It is important to note that both employees and the institution benefit from this new work modality. The following advantages can be enumerated, among others:
 - 3.4.1 For the employee, teleworking facilitates the reconciliation of work and personal life, eliminates commuting with the corresponding energy savings, improves efficiency in time management, and enhances commitment.
 - 3.4.2 For ICAC, teleworking increases commitment and trust between parties, fosters the achievement of objectives, improves staff motivation, reduces expenses, and contributes to environmental sustainability.

CHAPTER 2: THE TELEWORKING REGIME

Article 4: General Characteristics of the Teleworking Modality at ICAC

- 4.1. Generally, and when the nature of the work activity allows it, the provision of services in a teleworking regime will be authorized for a maximum of two working days per week.
- 4.2. Exceptionally, the provision of services in a teleworking regime for five working days per week will be authorized in the following cases:
 - 4.2.1. Staff responsible for minors under 12 years old, dependent individuals, or persons with disabilities, when they are in a preventive isolation situation and coinciding with the duration of that isolation. The isolation situation of the dependent person or minor must be evidenced by a communication from the elderly or disability center, educational institution, or childcare center, or by a responsible declaration from the interested party. This circumstance may be subject to verification by ICAC. This provision also applies in the case of the closure of educational centers, elderly homes, or centers for individuals with disabilities.
 - 4.2.2. Staff who, due to their vulnerability, are particularly sensitive to exposure to the SARS-CoV-2 coronavirus, based on medical reports that recommend it or an individualized risk assessment conducted by the occupational medicine area, which will consider whether the vaccination schedule has been completed for possible in-person reintegration.
- 4.3. The teleworking modality is voluntary and may be utilized or interrupted by prior agreement with the administrator of ICAC or at their request.
- 4.4. The hours worked in the teleworking modality will correspond to seven hours and thirty minutes, or whatever is applicable according to the Service Order regarding modifications to the working hours of ICAC, which is approved annually.
- 4.5. The provision of services in a teleworking regime is mandatory from 10:00 AM to 2:00 PM, Monday to Friday. The rest of the teleworking hours allows for total flexibility, respecting breaks and rest periods between working days.
- 4.6. The established teleworking days will be publicly available on ICAC intranet. Requests for punctual or permanent modifications to the established teleworking days should be addressed to the administrator of the ICAC.
- 4.7. Information regarding the start, end, and any breaks during the working day in teleworking mode must be reported to the presence and monitoring manager (DORLET), specifying in the "Teleworking" option the total hours worked. The working day cannot exceed the authorized hours unless previously authorized. The right to digital disconnection, work-life balance, and privacy of the employees will be preserved.
- 4.8. To request authorization for teleworking services, the following procedure will be followed:
 - 4.8.1 A request will be submitted via email addressed to the administrator of ICAC, including the proposed teleworking days and the teleworking schedule to be followed as established by this Instruction.
 - 4.8.2 The resolution and communication will be sent via email to the address used for the request.

- 4.9. Personnel engaged in teleworking must comply with occupational risk prevention for teleworking, adhere to data protection commitments, and complete the self-assessment questionnaire for occupational risk prevention for teleworking found in Annex 2.
- 4.10. Personnel providing services in a teleworking regime are required to respect ICAC's data protection and confidentiality regulations.
- 4.11. Personnel engaged in teleworking, except for those in the exceptional cases outlined in Article 4.2 of this Instruction, must report to ICAC to provide in-person services when required due to justified service needs, with a notice period of no less than 24 hours. For these purposes, personnel must be available and reachable during their working hours.

Article 5: Measures Related to the Provision of Services in the Teleworking Modality

- 5.1. Teleworking personnel must have internet connectivity at their location with sufficient bandwidth to ensure they can adequately perform their tasks under conditions equivalent to those at their workplace. Both the internet connection and any associated costs will be the responsibility of the teleworking employee.
- 5.2. Teleworking personnel must provide their own computing equipment. Gradually, ICAC will supply laptops to teleworking personnel according to the scheduled equipment renewal timelines and budget availability.
- 5.3. If using personal computers, these must have a supported operating system version from the manufacturer to ensure the distribution of security programs that address emerging vulnerabilities. For security reasons, these computers must have up-to-date antivirus software installed.
- 5.4. Additionally, in the case of personal computers, ICAC will recommend using the Microsoft Office 365 software package whenever possible, as all employees have a license for it.
- 5.5. Teleworking personnel must be reachable by phone during their teleworking hours. Accordingly, if necessary, the employee should redirect their desk phone to a personal phone during teleworking hours.
- 5.6. ICAC will provide remote assistance if needed during teleworking hours.
- 5.7. Costs related to water, electricity, heating, air conditioning, or other utilities will be borne by the teleworking employee.

CHAPTER 3: PRESENTIAL SERVICES

Article 6: Measures for Internal Reorganization and Flexible Hours in the Provision of Presential Services

- 6.1. To minimize health risks for ICAC staff, appropriate measures will be implemented in internal organization and flexible hours for the provision of presential services, in accordance with the instructions established by the contingency plans and PROCICAT.
- 6.2. The following internal reorganization measures may be applied, either alternatively or cumulatively:

6.2.1 To reduce the number of people in offices, a shift system may be established, which can be either fixed or rotating.

6.2.2 Daily work schedules may combine presential service provision, with a minimum of 5 hours between 9 AM and 3 PM, and teleworking for the remainder of the day. These days will count as presential work for the purposes of the limitations established in this instruction.

- 6.3. Presential services are mandatory from 10 AM to 2 PM, Monday to Friday.
- 6.4. The opening hours of the Institute will remain Monday to Thursday from 8:00 AM to 7:00 PM and Friday from 8:00 AM to 6:00 PM for internal work and visiting researchers.
- 6.5. The external public service hours are from 10 AM to 2 PM.
- 6.6. The schedule for scientific or other meetings held at the Institute with external participants will be approved on an ad hoc basis.

Article 7: Personal Measures Regarding Presential Service Provision

- 7.1. The use of masks is not mandatory at ICAC.
- 7.2. Employees who have been diagnosed with COVID-19 and have not been issued a sick leave certificate may work in telework mode for up to five days a week for a maximum of 10 calendar days, after which they must return to work.
- 7.3. When, due to the nature of the work activity or job functions, teleworking is not possible, specific recommendations from occupational risk prevention services must be followed.
- 7.4. Employees who do have a medical sick leave certificate must send it to the personnel email (personal@icac.cat) and follow the instructions established by the health authority.

Additional Provision

- 1. This Regulation will take effect the day after the date of the signature of the approval agreement of the aforementioned regulation, signed between the director and the representatives of the workers of ICAC.
- 2. This Instruction remains in force as long as the PROCICAT Action Plan for emergencies associated with emerging transmissible diseases with high potential risk is activated.
- 3. In the event of a resurgence of the disease, this regulation will be adapted according to the resolutions or instructions issued by the competent authorities.

Repealing Provision

The Regulation on Teleworking and On-Site Work for the Staff of the Institut Català d'Arqueologia Clàssica due to the COVID-19 health emergency, version II of March 22, 2022, is hereby rendered ineffective.

Annexes

Annex 1: Occupational Risk Prevention and Teleworking

- 1.1. Document on risk prevention in the teleworking modality.
- 1.2. Document on risk prevention related to the use of laptops.

Annex 2: Occupational Risk Self-Assessment Questionnaire

- 2.1. Document on risk prevention related to the use of laptops.

Annex 3: Other Useful Links

- 3.1. Recommendations for managing the impact of COVID-19 on the labor market from a gender perspective (Labor Relations Council of Catalonia, Equality and Work Time Commission, Generalitat de Catalunya).
- 3.2. Procedure for action for occupational risk prevention services regarding exposure to SARS-CoV-2 (February 1, 2022, Ministry of Health).
- 3.3. Healthy Workplaces Stop the Pandemic (European Agency for Safety and Health at Work):
 - 3.3.1. COVID-19 infection and long COVID – guide for workers.
 - 3.3.2. Advice on travel and meetings.