

## COVID-19: NEW TELECOMMUTING MEASURES FOR PAS

In regard to the measures provided in point 4.1 of the President's Resolution for UC3M, of the 11th of March 2020, which adopts extraordinary measures for flexible working hours for Administrative and Service Staff due to the evolution of COVID-19 in the Community of Madrid, in the last few hours in particular, the scope of application for telecommuting is being extended to include the activities of PAS at the UC3M, as follows:

Those PAS employees who, not being in any of the situations described in the HR instructions, of the 10th of March 2020, and who undertake work that can be carried out remotely will be able to carry out their activity via telecommuting. In order to apply for this, the following steps should be taken:

1. Give notice to the service directors or the direct responsible in order to jointly coordinate distance activities.
2. Access the form at the link to apply for telecommuting under the new assumption described: <https://aplicaciones.uc3m.es/formulario/solicitudTrabajoCOVID>
3. Begin to undertake activities at home, marking this, via the Job Services Portal, as authorisation/absence of a whole day because of "telecommuting".
4. Complete and sign the online PRL course for telecommuting positions as soon as possible, if not already done, and return to HR: <https://www.uc3m.es/prevencion/prevencion-teletrabajo>

Once the application has been submitted, the employee will be able to work via telecommuting immediately, starting from the morning of the 13th of March, until further instruction.

Human Resources and Organisation  
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