

PAY RESEARCH BUREAU

Survey on 'Work from Home in the Public Sector'

Please fill in the relevant parts of the Questionnaire and/or tick where appropriate.

PART I: BASIC DATA

1. Name of Ministry / Department / Organisation:

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2. Number of employees on permanent and pensionable establishment:

3. Type of government services being provided:

Essential Services

Other Services

4. Please indicate the number of staff in each category and the number of hours spent for office work (paper work and/or typing duties) and/or field duties by filling the table below:

Category	Establishment Size	Daily Number of Hours of Work	
		Office	Field
Administrative, Professional and above			
Technical			
Clerical and Executive			
Workmen's Group Tradesmen e.g <i>Painter, Plumber, etc.....</i>			
Workmen's Group General e.g <i>General Worker, Office Auxiliary/Senior Office Auxiliary cadre etc...</i>			

5. Did your organisation have recourse to 'Work from home' during the Covid-19 confinement period?

Yes

No

If yes, fill in the following:

(i) Which category of officers was involved?

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(ii) Indicate the nature of duties performed, mode of communication and control mechanism used.
 Please fill the table below.

Nature of Duties	Mode of Communication	How was the work monitored/controlled

PART II: IMPLEMENTATION OF WORK FROM HOME/TELEWORKING

1. Is your organization willing to implement the concept of Work from Home/Teleworking?

Yes No

2 (a). If No, mention the reason/s thereof and proceed to Question 10.

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2 (b). If Yes, kindly answer Questions 3 to 10 below.

3. Which category of employees would be involved?

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4. Which means of communication would be used to give instructions to homeworkers? *Please tick as appropriate*

- A. Telephone
- B. Emails
- C. Video conferencing
- D. All of the above

E. Others (*Please specify*):

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5. How would the work be supervised?

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6. How many days per week do the homeworkers need to be physically present at the Office? (for example, to: collect new tasks, take instructions, provide feedback) *Please tick as appropriate*

- A. One
- B. Two
- C. Three
- D. Four
- E. As and when required

7. 'Homeworking has multiple economic and social benefits'. To what extent do you agree to the following statements? *Please tick as appropriate*

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Increase in productivity as staff will be motivated to work in a less stressful environment.					
Cost Savings for the Organisation (e.g No travelling, savings in utility bills, reduced commuting costs, fixed office costs etc)					
Better work-life balance					
More flexibility to organize tasks					
Spread of infectious diseases can be contained					

8. How far do you agree to the following practical problems that could be faced in successfully implementing the concept of Work from Home/Teleworking? *Please tick as appropriate*

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Lack of oversight due to no direct supervision					
Low performance due to too much distraction at home					
Lack of brainstorming sessions					
Inability to use sophisticated IT equipments					
Lack of interaction with peers					
Excuses from officers as regards unavailability of proper networking					

9. Would your organization be prepared to cover the work related expenses borne by a home worker?

Yes

No

10. Your views on the 'Work from Home' concept:

i. Benefits for the organization:

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ii. Benefits for the employee:

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iii. Drawbacks:

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iv. Measures to facilitate the implementation of the concept:

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