

Dear colleagues,

As part of the measures due to the Corona pandemic, the recording of working hours for academic support staff was suspended effective 23 March 2020 and switched to trust-based working hours. Additionally, working from home was encouraged in all cases where the job or task allowed.

Unfortunately, as you all know, the pandemic is still not over. Nevertheless, the developments of the last weeks and months (especially the increased vaccination rate and the technically improved home booking options) allow us to take cautious steps towards normalcy. I have therefore decided to **resume the recording of working hours for academic support staff beginning 1 September 2021**. At the same time, there are **new regulations concerning working from home**, which I would also like to briefly outline below.

## 1. Resumption of working time recording

The following applies to the resumption of working time recording: Beginning on 1 September 2021, all employees required to record their working hours must once again use the booking terminals when they are present on site; when working from home or at a location without a terminal, bookings will be made via the so-called virtual terminal in BayZeit-Web (similar to applying for holiday or flexitime). With the new version of BayZeit, all employees can now access the virtual terminal at any time via smartphone, laptop or tablet to record arrivals and departures. This means that the difficulties of recording hours worked from home that existed at the beginning of the pandemic should no longer occur.

Further information on using the virtual terminal is available here: <https://www.uni-bamberg.de/intranet/arbeitsplatz/zeiterfassung/stichwortverzeichnis-a-z/virtuelles-terminal>.

Information on the new version of BayZeit is also available on these websites: [FAQ](#), [Kurzanleitung und Schulungsvideos](#) und im [Stichwortverzeichnis](#).

## 2. Working from home

Until 30 June 2021, the Infection Protection Act stipulated that in the case of office work, the employer generally had to offer staff the opportunity to carry out these activities in their home if there were no compelling operational reasons to the contrary, and the staff had to accept this offer if they had no reasons to the contrary. Starting 01 July 2021, this so-called "work from home requirement" no longer exists.

According to state government regulations, employees and civil servants of the Free State of Bavaria can continue to work from home if they wish - for the moment until the end of the summer holidays - as long as this is technically feasible and does not disturb orderly operations ("voluntary telecommuting").

Based on these provisions, supervisors are responsible for observing required distancing regulations and coordinating with employees to decide based on the respective spaces and office layout who will be present in which rooms and when. The distancing and hygiene regulations detailed in the university's manual (<https://www.uni-bamberg.de/en/health-management/coronavirus/faq-for-university-members/faq-current-situation-1/>) must be observed.

The following requirements must also be met to continue to work from home:

- **Use of the virtual terminal**

If you wish to continue to work from home (at least partially), you must record your working hours (arrival and departure) via the virtual terminal. It is not possible to record working hours

elsewhere and submit them by email, etc. To use BayZeit, visit <https://zeiterfassung.zuv.uni-bamberg.de/>, and from university laptops with Windows 10, you can also open the programme via the start menu **Uni Tools -> BayZeit Web**.

#### - **Email and telephone availability**

During the time you are logged in as present, basic availability by telephone and email must be ensured.

Therefore, wherever possible when working from home, the telephone at the university workplace should forward calls to a number at the home workspace. Forwarding many work telephones to a single number should only be used as a solution in exceptional cases.

In rare cases where call forwarding is not possible or not desired due to absence of the possibility to suppress display of the private telephone number, it must at least be possible to reach the employee via MS Teams and email after consulting with the supervisor.

#### - **Accumulation of working time credits**

When working from home, you can, of course, work more than the specified hours on certain days and work less hours on other days. However, all supervisors are encouraged - as previously in on-site workplaces - to keep an eye on the working hours of their employees and, in the case of larger time credits, to consider how these can be reduced. The employment agreement on flexible working hours will be in full force again starting 1 September 2021, meaning that particularly the traffic light regulation (exceeding 100 hours for full-time employees) must be observed again starting on this date.

- **Please also note: As of 15 January 2021, please contact IT support with your questions about logging in and using BayZeit.** The IT-Support staff ([it-support@uni-bamberg.de](mailto:it-support@uni-bamberg.de) , +49 951 863-1333) is responsible for BayZeit first-level support. Please continue to consult the **Personnel Department** regarding **labour-related legal issues** (e.g. leave of absence, incapacity for work, etc.). ([zeiterfassung.zuv@uni-bamberg.de](mailto:zeiterfassung.zuv@uni-bamberg.de)).

We will continue to inform you about further developments with regard to working from home, depending on how the infection progresses in coming months.

### **3. Mask requirement**

The obligation to wear masks outdoors on university premises no longer applies..

The following applies to indoor areas:

An FFP2 mask is mandatory for all students and guests of the university. Employees are required to wear medical mouth-nose protection; the university executive board recommends FFP2 masks here as well. Please note the following:

#### **a. Working in an individual office**

Wearing a mask is not required if a staff member is alone in an office.

#### **b. Use of meeting areas and common spaces**

When using meeting areas and common spaces within a building, (including stairs, doors, lifts, corridors or toilets and sanitary facilities), ensure that the minimum distance of 1.5 metres to other persons is maintained. Groups of people are to be avoided. A mask must always be worn in meeting rooms and other common areas (e.g. in lifts, corridors, canteens and entrances).

#### **c. Use of lifts**

When using lifts, the minimum distance of 1.5 metres between persons must be observed. Higher occupancy should be limited to what is absolutely necessary. A mask must always be worn in lifts.

**d. Working in shared offices (2 or more persons)**

Multiple occupancy of rooms should be avoided. If this is not possible, the distance between workplaces should be as large as possible. If this is not possible either, partitions between workplaces and adequate ventilation measures should be taken. Otherwise, a mask must be worn by the workers concerned.

**e. Necessary meetings with multiple persons (2 or more)**

In-person meetings should only occur if they cannot be postponed, or if it is not possible to replace them with telephone or video conferencing. If meetings are absolutely necessary, the minimum distance of 1.5 metres must be observed and sufficient ventilation must be ensured. A mask must be worn when coming and going from the workplace.

I would like to take this opportunity to thank you once again for your exemplary cooperation in dealing with the pandemic. You have shown your dedication day after day for more than a year now, and this is greatly appreciated.

Continue to take good care of yourself and stay healthy, and enjoy the holiday period.

Sincerely,

Dr. Dagmar Steuer-Flieser