

To all
non- academic staff

Dear colleagues,

The Bavarian state government instituted extensive curfews and restrictions on movement beginning at midnight on 21 March. The university board of management has therefore decided to reduce on-site operations at the university to a bare minimum. All university buildings remain closed until further notice. Effective immediately, university employees whose presence is not absolutely necessary are to work from home for an initial period of two weeks.

Employees whose work is required on site – either exclusively or in emergencies – will receive a confirmation of employment certificate from the personnel department. This certificate is to ensure that you can get to your workplace in the event that you are stopped by the police or other government authorities.

The personnel department will soon send this certificate to all employees whose on-site presence is deemed by their direct superiors to be necessary for the maintenance of the University of Bamberg's limited operations. I therefore ask that you please continue to check your email, and, if you have received a confirmation certificate, to print it and carry it with you beginning Monday, 23 March. If you are unable to print the certificate, we recommend as a precaution that you save a digital copy to a smartphone or other device that you carry with you and can show if required.

If you have not received an employment confirmation certificate but feel that your work urgently requires you to be on site, please contact your direct superior and the personnel department as soon as possible. Beginning Monday morning, we will be processing these requests and issuing new certificates.

During the period of restricted movement, working hours for employees subject to electronic time recording will be handled as trust-based working hours. Employees do not need to record their working hours. Insofar as working time is not recorded, the system will automatically credit your full, regularly required hours.

Please direct any questions regarding the recording of working hours to your supervisor or superior. Supervisors should collect any open questions and pass them along to the responsible personnel department section.

Thank you all very much. Take good care of yourselves and stay healthy!

Best regards,

Dr. Dagmar Steuer-Flieser