

To
all professors,
academic and non-academic staff
at the University of Bamberg

Coronavirus – Home Office Regulations

Dear university staff, dear colleagues,

In the face of recent developments, the university board of management has received an increasingly large number of requests for information on options and terms concerning working from home and foregoing on-site work attendance. This is of course understandable in light of our efforts to slow the spread of the virus and to protect ourselves and our families. The university board of management has therefore decided to **temporarily expand** the possibilities for working from home.

Subject to possible extension, the following regulations apply until and including 19 April:

1. Obligation to work from home, if necessary with release from duties and continued payment of remuneration

As described in our newsletter of 4 March 2020 (available [here](#)), the cases in which staff are required to stay home continue to apply:

- **Direct contact with an infected individual**
- **Return from a risk area (as classified by the [Robert Koch Institute](#))**

In both cases, you are obligated to remain at home for 14 days following the date of contact with an infected individual or date of departure from the risk area. You are to contact your superiors and determine the extent to which working from home is feasible. You will be granted a release from your duties with continued payment of remuneration for all of your regular working hours. A BayZeit entry is not necessary.

We ask that you notify the personnel department (zeiterfassung.zuv@uni-bamberg.de) as to which of the two reasons applies to you and when the contact or return took place. In case of return from a risk area, indicating the risk area is also required.

At the end of this period, you are to resume regular work as long as no incapacitation for work persists.

2. Working from home, if necessary with release from duties to facilitate childcare

Additionally, the regulation detailed in the newsletter of 11 March 2020 ([here](#)) stating that members of staff who must stay home to care for children due to school and childcare facility closures, and who are unable to make other childcare arrangements, shall be released from their duties for up to 10 days continues to apply. Insofar as telecommuting is compatible with home childcare, this is to be arranged. A BayZeit entry is not necessary.

In this case, you are also required to inform the personnel department (zeiterfassung.zuv@uni-bamberg.de) and indicate both the reason and the starting date or individual required days.

3. Telecommuting options for all other employees

As a matter of principle, employees' wish to increasingly work from home due to the current situation should be permitted by those persons' superiors, regardless of whether or not the cases detailed above apply.

Please be aware, however, that the execution of your duties must continue to be guaranteed. If a telecommuting agreement has not yet been approved, superiors shall take decisions for the period until 19 April 2020 in consideration of operational concerns. Superiors are to verify compliance with data protection regulations, IT security and consider the necessary technical requirements. In some cases, it may be necessary to carefully consider whether, for example, a certain number of on-site working days are deemed necessary, or whether working hours can be carried out entirely via telecommuting.

In either case, employees must remain reachable for operational communication.

Hours are recorded on the basis of actual time worked, and an automatic increase to regular required working time will not occur. Hours worked should be recorded manually unless a virtual terminal is already available due to an existing telecommuting agreement. This time record must be signed by the superior. The personnel department will request your time record at the appropriate time. Only then will these entries be added to your BayZeit account.

In this case, you are also required to inform the personnel department (zeiterfassung.zuv@uni-bamberg.de) that you have arranged with your superiors to work partially or entirely from home. Additionally, we ask that you include the telephone number where you can be reached. The university board of management assumes that all work emails will be read and dealt with.

We explicitly point out that employees who do not have an obligation to work from home (see No.1) and who have not been released from their duties to care for children (see No. 2) may only be credited for hours actually worked.

Moreover, superiors and heads of department can require staff to be present at the university to deal with urgent concerns and are also authorised to cancel telecommuting arrangements altogether.

As the personnel department has already received numerous enquiries in recent days, we ask that you limit telephone calls to a minimum and, whenever possible, to instead contact the department by email at the following addresses: personal3-1@uni-bamberg.de (for professors and public officers); personal3-2@uni-bamberg.de (non-academic, collective agreement staff); or at personal3-3@uni-bamberg.de (for academic collective agreement staff, as well as supporting staff and contract lecturers).

We are currently in a dynamic process in which developments occasionally progress very rapidly. We will of course continue to react prudently and appropriately to any and all changes in the situation and will keep you informed in a timely manner.

I wish each of you good health all the best for the coming weeks.

Sincerely,

Dr. D. Steuer-Flieser