



Guideline for working from other locations - (alternating) working from home and telecommuting

General

1. This guideline applies to all staff at the University of Bayreuth.
2. It is the aim of this guideline to enable staff members to perform work duties at their homes and to promote the better compatibility of family and work by implementing working from home and telecommuting. For this reason, primarily staff who are facing a special personal or family situation (e.g. providing care for babies, single parents, nursing family members, severe disability) will be allowed to work from home / telecommute.

Definitions

3. **Working from home** is defined as work in the home within the framework set by the existing private or public service employment.
4. **Telecommuting** is defined as a kind of working from home that primarily involves the usage of information and communication technology as well as access to the employer via a data connection or telecommunications link.
5. **Alternating working from home and telecommuting** (normal case) is defined as work that is performed at the employer's workplace as well as at the workplace at home.

Principles

6. The employment of the employees remains unaffected in its existing form. Only the location and the time of the work that is to be performed will be divided.
7. With respect to alternating working from home and telecommuting, one part of the work will be performed at home and the other part at the University of Bayreuth. In this regard, at least 40% to 60% of the working hours are to be spent at the employer's workplace. During parental leave, the working hours that are to be spent at the employer's workplace may be reduced to up to 20%.
8. Setting up a workplace for working from home or telecommuting requires the employee to file an application and is subject to approval of his or her supervisor or faculty, if applicable.
9. Working from home or telecommuting is granted on the basis that a staff member's career will not be disadvantaged by taking part in the programme.
10. By giving notice, staff members may relinquish their workplace at home due to good cause with effect at the end of the following calendar month and return to full-time work at their workplace at

the University of Bayreuth. The University of Bayreuth may revoke its approval to work from home due to good cause with effect at the end of the following calendar month.

Pre-conditions

11. As standard pre-conditions participation in the working from home and telecommuting programme requires:

a) suitable duties and activities:

In general, activities

- that require only minimal spontaneous personal interaction,
- that do not require permanent presence at the University of Bayreuth,
- that can be performed predominantly without frequent access to extensive written documentation or central repositories,
- that produce results that can be measured (quantitative and qualitative assessment in consultation of the supervisor),
- that are not expected to result in the infringement of personal rights (this excludes, for example: the management of personnel files)

are suitable for working from home or telecommuting.

b) with regard to the employee: personal suitability.

c) a suitable workplace in a room of the employee's home that is approved and intended for a permanent stay.

Information privacy

12. All relevant regulations and statutory provisions that apply to the existing private or public service employment shall also apply mutatis mutandis to the external workplace. Personal data (Section 4 of the Bavarian Datenschutzgesetz [Data Protection Act]) shall be protected with regard to both working from home and telecommuting in order to prevent unauthorized access to this data.
13. Any file that is transported from or to the employer's workplace shall be transported in lockable and locked containers. At no time during transport may these containers be left out of sight. A lockable cabinet or compartment of a cabinet is required in the home for storage purposes. Official documents must not be left in the home in plain view and must not be accessible to third parties. Documents which must be destroyed will be destroyed exclusively at the University of Bayreuth.
14. Computers provided by the employer may not be used for non-official tasks. The password shall be stored in such a way that no other persons may access it.

Written Agreement

15. This guideline serves as a basis for personal agreements that are concluded with every employee.