

Explanatory Leaflet by the University of Potsdam on the Recognition of Pandemic-Related Burdens on Academic Staff Members

The University of Potsdam will take measures for academic staff members who have a full-time or primary employment relationship with the University of Potsdam in the period from March 15, 2020 to October 31, 2020, in order to recognize and partially compensate for additional burdens caused by the pandemic. These measures are the result of a trust-based dialog between the Staff Council for Academic and Artistic Staff Members and the President of the University of Potsdam and represent an agreement between the two sides.

Qualification/ Research

- (1) For academic employees, the University of Potsdam will take into account the new regulations established in accordance with the Fixed-Term Employment in Science Act (WissZeitVG) Section 7 Subsection 3 (extension of the maximum fixed-term contract period by 6 months).
- (2) Employees who are employed according to WissZeitVG Section 2 Subsection 1 (fixed-term for qualification) can apply for an extension of their existing employment contract by up to 6 months, provided that the position is financed by *university budget resources*. The extension of the contract is to be arranged via the supervisor(s) and Division 3. The supervisors will consider these requests in a favorable manner. In the event of an extension, they shall ensure the funding for the extended period using the existing budget post.
- (3) The project directors shall examine possibilities for follow-up financing of staff currently employed in *third-party funded projects*.

Teaching and Teaching Load

- (4) The faculties and institutions concerned shall decide which courses (incl. online formats) will be offered again in the winter semester 2020/21, provided that this is done within the limits of the total teaching load that is available in the respective subject and that no other courses have to be canceled as a result.
- (5) In case of teaching duties that were not fulfilled in the summer semester 2020 due to the pandemic, alternative work may be recognized in well-founded and clearly documented cases and the corresponding teaching load may not have to be made up in the following semesters.
- (6) The Center for Teaching Quality Development (ZfQ) is currently establishing a format for reflexive processing and documentation of teaching experiences in the online semester.

Performance Remuneration

- (7) Supervisors may reward such teaching achievements in online teaching that have been evaluated at above-average levels (via the Potsdam Evaluation Portal PEP or alternative methods) by submitting an application for the relevant employees to be granted performance-based remuneration components for the year 2020 in accordance with the service agreement "*Gewährung leistungsbezogener Vergütungselemente*", item 3.1, Academic Staff, bullet point 3.

Mobile Working

- (8) To ensure that academic staff will continue to have the necessary flexibility relating to their place of work and working hours, a corresponding *guideline* will be developed by the end of 2020.

Vacation Days

- (9) The University of Potsdam shall be accommodating when granting leave or coronavirus-related single or half days of vacation during the instructional period if employees have to assume care and nursing duties. The employees continue to be responsible for the organization of the teaching duties to be provided within the framework of their teaching load.

Requests for the above-mentioned measures are to be submitted using the usual procedures. You will find a list of the relevant contacts and further information on the website of the Staff Council. If you have any questions or problems, please contact the responsible departments or the Staff Council.

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Susanne Gnädig
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and Artistic Staff Members