

**Guidelines on Flexible Working Hours and Remote Work
for Academic and Artistic-Staff Members
at the University of Potsdam**

The President and the Works Council for Academic Staff of the University of Potsdam agree that flexible regulations for academic and artistic employees should apply with regard to where and when they perform their job duties. Not only is this job flexibility consistent with the nature of the tasks of academic and artistic staff in teaching and research; it can also aid in making the University of Potsdam more family-friendly. Less time spent commuting can ultimately save time. For the University, this time-saving measure goes hand in hand with a better utilization of the limited work space available. However, academic staff will still be guaranteed a workspace on campus.

1. Generally, academic and artistic employees have a certain degree of flexibility regarding where and when they perform their job duties. Remote work is only possible for a percentage of the weekly working hours and is permissible as long as official business matters allow. Official business matters may include, but are not limited to: on-site teaching, on-site office hours, work meetings, participation in the university's self-governing bodies, certain tasks in laboratories, or support services for equipment and other research infrastructure. Remote work is therefore an option for tasks that do not require an immediate physical presence at the primary campus workplace, such as grading of exams or papers, data analysis, or preparation of project reports and research manuscripts.
2. If remote working is not already an established practice in their departments, employees can submit a request to their immediate supervisor. The agreement on remote work between supervisor and employee can be in writing: a template for such an agreement is provided as an attachment. While working remotely, employees must be available during the usual working hours, or by individual agreement between the supervisor and the employee. All statutory and tariff requirements with regard to working hours will continue to apply.
3. If supervisors cannot approve the request or can only partly approve it, they must document their reasons and communicate them to the employee. Supervisors must equally consider the interests of all employees in their respective department.
4. In the event of a conflict between supervisor and employee, academic employees may contact the next highest supervisor, the conflict management counselors, or the Works Council for Academic Staff. The Works Council may refer the conflict to the competent office of the Dean and/or the President in order to clarify/resolve the case.

The above guidelines come into effect on November 1, 2020. After a two-year period, the undersigned agree to jointly evaluate the agreement and its implementation.

Signatures: the President and the Chairperson of Works Council for Academic Staff

The above text is the English version of the *Leitlinien zur Arbeitszeit- und Arbeitsortflexibilisierung (mobiles Arbeiten) im Bereich der akademischen und künstlerischen Mitarbeiterinnen und Mitarbeiter der Universität Potsdam*. Only the German original is legally binding.