



**Homeoffice Guideline
of the Rectorate of the University of
Leoben
in connection with the COVID
pandemic**

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1 GENERAL

1.1 Purpose and Scope

In order to protect the employees of the University of Leoben from infections at the workplace as best as possible in the course of the Covid Pandemic and to be able to maintain all operations at the University of Leoben as best as possible in the interest of all stakeholders, this guideline is intended to define the framework conditions under which it should be possible for the employees of the University of Leoben to work from their home offices, in order to ensure a uniform approach for all organizational units and chairs.

This guideline applies to all employees belonging to the general and scientific university staff of the University of Leoben at all locations of the University of Leoben. For civil servants and Vertragsbedienstete § 36a BDG and § 5c VBG applies accordingly.

Excluded from this guideline are apprentices, who are in their teaching or other training relationship.

The determination of the possibility to use the home office regulation requires a high degree of responsibility from all employees. Therefore, it is expected from the employees that they are prepared to take responsibility for the official necessities of the University of Leoben and to implement them when using home office.

1.2 Definition

Working in / from a home office is a form of organizing and performing work using information and communication technology that is performed outside the company workplace at a home office workstation.

In the case of a home office, the employee's home is agreed as an additional place of work; this can be either the main or a secondary residence.

2 PREREQUISITES

2.1 Agreement on home office

In order to avoid an increased risk of Covid infection at the workplace, each head of an organizational unit or chair can submit those names of employees to the Rectorate considering the local site conditions and based on the developed prevention concept, taking into account the Covid regulations for the respectively valid traffic light color at the University of Leoben (green-yellow-orange-red, defined in the QM document "Allg. Measures in University Operations at the University of Leoben during the Covid 19 Pandemic - Traffic Light Status") who will and can do

their work from homeoffice for a limited period of time to avoid a possible Covid infection.

The use of home office is only possible if there are reasons of risk of infection due to dense room occupancy and possible alternatives are not available. If these reasons cease to exist, the organizational unit must immediately switch to a presence operation and terminate home office.

Home office regulations are to be mutually agreed between the head of the department or, in the general area, between the head of the organization and the employees.

A schedule when employees are to perform their duties in the home office or in presence is to be drawn up for these employees.

The work in the home office is to be noted separately in the working time records of the general university staff.

A regular alternation of presence and home office is to be ensured among the employees.

Before the start of the assignment in the home office, it must be clarified how the contact and communication between the head of the department or organization and the employees will be made and carried out. It must be ensured that the employees in the home office can be reached by telephone (call forwarding must be set up).

In the event of disagreements regarding home office regulations in the individual organizational units, the rectorate is to be consulted for advice.

Home office is voluntary for the employees as well as for the University of Leoben. There is no legal entitlement to home office.

2.2 Suitability of the activities

The activities formulated for the employee must be suitable for a home office workplace, i.e. the work results can be achieved in the home office with the same quality as at the workplace of the University of Leoben. Therefore, only those activities are suitable that are possible without interfering with the workflow and can be performed without being tied to a specific location.

The following criteria are to be used to assess suitability:

- Independence of task performance
- Measurability and traceability of the work results
- Extent of digitization of the information and processes to be processed
- Extent of need for personal on-site communication with direct boss, team, students, partners, customers,

In consultation with the employee, the direct boss determines which specific tasks are to be assigned to the employee for completion at home and specifies the deadline for completion of the tasks and submission of the work results.

2.3 Workplace

As far as official and organizational reasons do not prevent it, employees who take advantage of the home office regulation must be willing to share their workplace at the University of Leoben with other employees during their absence.

2.4 Requirement for the employee for a home office activity

The employee is able to handle his or her work area without restrictions, has appropriate professional experience and is characterized by a high degree of self-activity, ability to work independently and reliably without direct leadership.

The determination of this personal suitability is made by the direct boss.

2.5 Requirements for the manager

In addition to the necessary relationship of trust with the employee, the implementation of home office requires goal and result-oriented management. It must be ensured that employees in the home office remain/become informed about operational processes and continue to participate in staff meetings.

2.6 Requirements for the home office workplace/work equipment

The home office workplace should comply with the health and safety regulations for an office workplace. If this is not possible, no home office can be carried out.

The IT infrastructure required for working in the home office as well as the necessary operating resources shall be provided for this period by the head of organization/chair within the framework of the existing infrastructure. New acquisitions must be submitted to the Rectorate for approval. The costs for this are borne by the respective organization in which the employee is employed. Office furniture is not provided.

The employee is prohibited from transferring any computer equipment or resources provided to third parties. The computer equipment and resources provided by the University must be stored in such a way that damage, theft and access to the data can be prevented.

The use of personal digital work equipment owned by the employee is not permitted for data protection reasons.

The work equipment provided must be returned immediately upon termination of the home office arrangement or upon request by the employer.

3 GENERAL CONDITIONS

3.1 Working hours

The activities to be performed must be carried out within the framework of regular weekly working hours, even in the case of a home office arrangement.

The specified day(s) of the week for home office may be temporarily changed by mutual agreement. Such changes are to be recorded in writing by the respective organizational unit or the respective chair. The concrete arrangement of the distribution of working hours between the company workplace and the home office workplace is to be agreed upon between the immediate boss and the employee and is based on the general guidelines of the Rectorate.

While working from home, employees must observe the provisions of the Working Hours Act (Arbeitszeitgesetz), the collective agreement, in particular compliance with the maximum daily working hours and statutory breaks, as well as all requirements of this policy.

The recording of working hours for general employees of the University of Leoben must be carried out individually and on their own responsibility in accordance with the requirements of the University of Leoben. Home office days are to be recorded accordingly or reported to the Human Resources Department.

In the event of an important official reason, the immediate boss may order the return of the employee to the workplace of the University of Leoben in good time in advance.

3.2 Availability

During the working hours specified in the employment contract for the respective home office day, continuous availability via e-mail or telephone must be ensured.

3.3 Overtime and extra hours

Within the scope of the self-determined working time at the home office workplace, there shall be no entitlement to compensation for overtime or extra hours, to time credits or to supplements for night, Sunday and holiday work. The provisions of the Working Hours Act (Arbeitszeitgesetz) must be complied with in any case.

Overtime or additional work within the scope of the home office must be ordered in advance by the immediate boss. Subsequent approval is not possible.

3.4 Travel times

Travel times between the home office workplace and the company workplace at the University of Leoben are neither considered working time nor business travel.

3.5 Vacation and sick leave

With regard to vacation and sick leave, the same labor law provisions apply to the home office as to working at the University of Leoben.

3.6 Liability and insurance coverage

The employee is obligated to store the work equipment provided in the home office in such a way that loss or damage by third parties is excluded.

For damages caused to the University of Leoben by the employee and persons living in the same household in connection with the home office, the employee is liable according to the provisions of the Employee Liability Act.

Damages to the IT infrastructure provided by the University of Leoben are covered by the liability insurance of the University of Leoben. The University of Leoben is not liable for damages to persons and things caused directly or indirectly by the work equipment provided by the University of Leoben.

3.7 Accident at work in the home office

If an occupational accident occurs in the home office, the statutory regulations on accident insurance protection apply. It is the responsibility of the respective accident insurance institution to determine whether the conditions for an occupational or commuting accident exist in the individual case.

3.8 Data protection and data security

The legal provisions of the Data Protection Act as well as the internal regulations for the implementation of data protection and data security at the University of Leoben also apply in the home office and must be observed and complied with.

The employee must ensure that third parties cannot view or access all data, confidential information and passwords.

In order to exchange data with other colleagues or to store own files securely, only the data structures valid at the University of Leoben are to be used.

The storage of official data and information on privately owned computer systems or data carriers is not permitted.

3.9 Decision on Home Office

The approval of home office regulations for employees is to be made independently by the responsible boss after evaluation of the respective Covid situation at the departments/chairs/organizational units.

3.10 Duration and Termination of Home Office

The Rectorate reserves the right to terminate or modify the home office agreement immediately in the event of a change in the Covid situation and for important reasons.

Important reasons include:

- Change in epidemic situation
- the operational necessity of the full-time presence of the employee at the University of Leoben
- the existence of culpable violations of the employee's agreed service obligation in the home office

4 FINAL PROVISIONS

This guideline enters into force with the publication in the official gazette and is valid for the time being **until 31.03.2023**.

For the Rectorate of the University of Leoben:

Wilfried Eichlseder, Rector

Martha Mühlburger, Vicerector

Peter Moser, Vicerector

Leoben, am 03.11.2022

Attachment: Checklist – Working in a home office

Checklist - Working in a home office

In order to be able to work at a home office workplace in a way that ensures comprehensive health protection, attention should be paid to the following conditions:

- Provide sufficient natural and/ or artificial light without being blinded by light sources.
- If possible, ensure that there are no shadows at your workplace when the lights are on.
- The room temperature should be between 19 and max. 25 degrees Celsius.
- Ensure that there is sufficient fresh air at the workplace; do not forget to ventilate regularly.
- Make sure that your workplace is free of draught.

The workplace should be set up ergonomically to promote productivity and prevent incorrect posture.

If possible, please consider the following points:

- Do you have sufficient viewing distance to the monitor? It should be possible to place the flat of the hand on the monitor in an upright position.
- Is the viewing direction to the monitor parallel to the window to avoid reflections?
- Do you have sufficient working space available?
- Avoid sources of noise in your immediate environment.
- Do you have enough legroom under the desk?
- Watch out for possible tripping hazards in your surroundings!
- Do not forget to take screen breaks or to change activities from time to time.

