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CAROLINE

ADMINISTRATION NEWSLETTER



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Dear colleagues,

Warm greetings to you all during this special time!

First of all, there is an important piece of information in advance: we were able to clarify an important personnel issue successfully. Since 1 April 2020, the lawyer Ms. Carina Treutel is the head of the Department Human Resources Services for Employees and as such succeeded Mr. Kaiser.

In the area of the Uni-ID, we were able to finally respond to the numerous wishes from most different areas together with the URZ. In the future, processes will be established here which are adapted ideally to the users' needs.

With regard to the challenges related to corona, first of all, I want to thank you for your support and your understanding! We are constantly making an effort to implement innovations and changes brought to us with a sense of proportion and for the good of the employees as well as for the good of our Ruperto Carola. In order to be able to offer a better support with operational questions concerning the topic corona, we as a central point of contact have established the Serviceportal Corona in the administration, where all questions can be posed directly.

Stay healthy!

With best wishes,

Dr. Holger Schroeter, Kanzler

KANZLER

Dr. Holger Schroeter

University Operations

In coordination with the Rectorate and the Staff Council, Heidelberg University has merged into restricted presence operation starting from 20th April 2020. In consideration of the legal framework around work safety and hygiene, personal cooperation in presence in university buildings as well as on the university area is restricted to groups up to a maximum of five people. On top of that, in strict compliance with all protective measures – especially with the distance and the hygiene rules – it is possible that more than five people work in big rooms or laboratories, in case they do this independently from each other (without inner context) and attend to their own work or research. The distance and hygiene rules are essential to the guidelines for the reduced presence operations.

Guidelines for reduced presence operations

The guidelines for presence operations with corona, are divided in three areas:

1. Hygiene concept corona
2. Risk assessment corona
3. Action recommendations to safely equip workplaces

Related information and application forms can be found on the website of the Department of Occupational Safety as well as in this Caroline under “Work safety during the Coronavirus pandemic”.

Information about work safety during the Coronavirus pandemic

- www.uni-heidelberg.de/arbeitssicherheit-corona

Service Portal Corona

The dynamic developments against the background of the corona virus pandemic pose many new challenges to Heidelberg University. Numerous processes and regulations concerning the topics of teaching, research and administration are currently in adaption or in a changing state. So, diverse questions on various levels occur. Besides the already known ways of communication, university administration provides a service portal corona. Here your questions and concerns in the context of corona-related challenges are answered or passed on to the responsible internal contact persons.

Contact

Phone + 49 6221 54 19191

Monday through Thursday 8:00 am to 4:00 pm

Friday 8:00 am to 3:00 pm

service.corona@uni-heidelberg.de

DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head
Alexander Matt

Work safety during the Coronavirus pandemic

The Department of Occupational Safety in coordination with the Rectorate has developed a hygiene concept for Heidelberg University. This concept is a binding addition to the already existing regulations for work safety during the gradual and controlled transition to the presence mode of the university. A key element of the concept is the mandatory requirement for all executives to prepare a corona-specific risk assessment of the work situation of his/her employees until the 4th of May at the latest. Should necessary prevention measures for the protection of employees be identified, these should be implemented as soon as possible. An additional circular directed to the institutions of the university will follow, in addition the Department of Occupational Safety will be glad to support you.

The hygiene concept of Heidelberg University, all information about the Corona-safety-assessment as well as basic guidelines for all institutions of the university to safely handle the coronavirus-pandemic can be found under:

■ www.uni-heidelberg.de/arbeitssicherheit-corona

In addition, the Department of Occupational Safety regularly updates its homepage with its News column concerning safety during the Coronavirus-pandemic, such as hygiene at home and at work as well as information concerning the various masks:

Contact
Department of Occupational Safety
Phone +49 6221 54-12331

UNIVERSITY COMPUTING CENTRE

Head
Prof. Dr. Vincent Heuveline

Information concerning Uni-ID

The regulations concerning the allocation of a Uni-ID have been extended. Every person working for Heidelberg University generally receives a Uni-ID. He / She is registered in the systems and can – according to his / her status group – use the digital services of Heidelberg University. The date of activation of the Uni-ID depends on the entry of the personnel data in the relevant administration systems. On top of that, it is possible to use the Uni-ID before and after a regular employment.

As of now, the Uni-ID is valid for preparation as well as follow-up work for a maximum of 28 days before the start of contract and 49 days after the end of contract (grace period). In case of starting a non-remunerated activity at Heidelberg University afterwards, a request for agreement to the non-remunerated activity has to be submitted in order to be able to use the digital services for his / her purposes further on.

This request is valid for special groups of people who work at the university, however, only for those, who are not in a service or employment relationship with the university or who are unenrolled.

The following services can be used during grace period:

- WLAN (eduroam)
- E-Mail
- Moodle (learning platform)
- heiCONF (web conferences)
- heiCHAT (instant messaging)
- heiCAST (video management)

In this context, we do explicitly refer to the following points:

1. The University Computing Centre (URZ), its facilities as well as every other digital services of the university are only available for the students in the frame of works relating to their studies and for every other user in the frame of works relating to their duties.
2. Especially every commercial usage of the digital services including the accesses to the internet is inadmissible. The same applies to the private usage.

UNIVERSITY COMPUTING CENTRE

Head
Prof. Dr. Vincent Heuveline

Video systems and digital cooperation

With the new web conference system heiCONF, audio as well as video conferences can be conducted. heiCONF is hosted and operated at Heidelberg University. Therefore, all data stay in our university. We have created an overview for you on the following webpage, so you know which IT tools and resources are currently provided by the URZ in order to collaborate digitally with colleagues working from home or with students. In case of questions or need for support, our IT service is looking forward to your message.

Overview of the IT-Tools

- www.urz.uni-heidelberg.de/en/2020-03-16-digital-tools

IT-Support of the Universitätsrechenzentrum

- it-service.uni-heidelberg.de

LAW AND COMMITTEES DIVISION

Head
Cornelia Stöcklein

Decisions of committees and commissions

According to the rules of procedure of the university, decisions of committees and commissions have to be made during a meeting, a circulation procedure or by express decision of the relevant chairperson. In all cases careful minuting is necessary. In order to create a legal basis for decision-making during video and telephone conferences as well, a corresponding supplement of the rules of procedure is currently being prepared.

There are no legal concerns when we proceed as follows until the regulation of supplement comes into effect: The chairperson organizes a meeting via video conference or via survey supported by e-mail in order to discuss the pending decision. Afterwards, the chairperson makes a decision considering the opinions of the committee. Formally, this is an express decision of the chairperson with the advisory support of the committee. The formal regulations (summon, quorum, majority requirements etc.) do not apply here. In any case, a documentation of the decision-making process is recommendable.

A written or electronic circulation procedure via e-mail is possible as well in case the decision to be taken is factually appropriate and no member of the committee objects to this procedure. For secret votes, e.g. during appointment procedures or other personnel affairs, the confidentiality of the voting has to be guaranteed. For this purpose, prepared ballot papers can be provided electronically by the committee's office. Comparable to a postal vote, those are sent to the office through the post after they had been filled in in paper form together with a statement of personal voting as a member of the body.

In case of questions or further information concerning the procedure, Division Law and Committees of the university administration advises gladly.

Contact

Ms. Cornelia Stöcklein, Head of the Division Law and Committees
Phone +49 6221 12100
stoecklein@zuv.uni-heidelberg.de

Webpage of the division

- www.uni-heidelberg.de/institutions/administration/law/index.html

DIVISION OF STUDENT AFFAIRS AND TEACHING

Head
Dr. Verena Schultz-Coulon

Seminars and lectures in summer semester 2020

Study operations of the summer semester at Heidelberg University have started on 20th April 2020 in online mode. The focus is on compulsory events. Wherever possible, eligible events should take place digitally as well. Courses and exams with compulsory presence are only possible in exceptional cases and only for compelling reasons. These require a special approval by the rectorate for student affairs and teaching. This rule is valid until and subject to the expected amendment to the Coronavirus in the beginning of May. Information concerning the approval procedure can be called up from the university website on Monday 27 April.

All current information about the coronavirus

■ www.uni-heidelberg.de/en/newsroom/information-about-coronavirus

DIVISION OF PLANNING, CONSTRUCTION AND SAFETY

Head
Alexander Matt

Effects of the corona crisis on building activity

Corona does not pass by without a trace on construction industry, too. Unlike in other areas of economy, the operation on construction sites currently continues. Nevertheless, the effects of the pandemic are clearly noticeable in the construction industry as well. In running projects, the construction schedules are in danger. This is mainly caused by supply bottlenecks of materials. The skills shortage poses a constant problem. Additionally, a lot of foreign workers are not allowed to enter the country.

As university buildings are closed, it is necessary for companies to register in time before starting their works. Caretakers are generally on site and are able to let executing companies enter the building. In case of bigger construction projects, the hygiene rules have been extended. If people follow these hygiene rules, construction activity is basically possible. Ordinarily, construction meetings are held via video conferences while the planning of the construction project keeps on running.

Contact

Mr. Stephan Möller, Head of the department Construction and Real Estate
Phone +49 6221 54-12320
stephan.moeller@zuv.uni-heidelberg.de

FINANCE DIVISION

Head
Tim Krützfeldt

Calculation of corona-related costs

The university will calculate the costs that were incurred due to the spread of the corona virus. For the area Material- and Investment Costs we would like to call for your support: please send us copies of payment orders (Auszahlungsanordnungen) with the supplements that include corona-related additional costs electronically to the email address: d4sekr@zuv.uni-heidelberg.de. Should the total sum of an order only partly refer to corona-related costs, please mark these partial amounts on the copy. In case you do not have a physical copy of the payment order, please send us the SAP document number, the total amount as well as – where appropriate – the partial corona-related amounts, so that we can pull the copy from our Financial Accounting and add the amounts to our lists.

Please also send copies of future invoices and payment orders with corona-related cost to the above-mentioned email address. Corona-related costs less than 100 € gross per invoice will not be recorded. In order to be able to record larger investments with corona-related costs prior to the receipt of the invoice, the Procurement Department will contact you during the procurement phase to inquire about a possible corona reference.

Contact

Mr. Thomas Oldenburg, Head of Budget and Procurement
Phone +49 6221 54-12410
thomas.oldenburg@zuv.uni-heidelberg.de

HUMAN RESOURCES DIVISION

Head
N.N.

Regulations concerning working time starting from 20 April 2020

The partial closure of the university has ended. However, it is clear that this, under no circumstances, means a return to usual normality. The goal is to perform our work as far as possible and as usual, however, with maximum safety for every single employee. In order to manage this balancing act, the Human Resources Division in cooperation with the Staff Council have stipulated regulations, which are explained on the website of the Human Resources Division. In addition to presence in the office, alternative work models are still possible: temporary work from home, reduction of working hours, flextime, recreational holiday or exemption.

General information for employees of Heidelberg University concerning the corona pandemic:

- www.uni-heidelberg.de/einrichtungen/verwaltung/personal/corona.html

Form for the application for part-time work – for civil servants

- www.uni-heidelberg.de/md/zuv/personal/Abteilung51Zugriffschutz/antrag_auf_teilzeitbeschaeftigung_22.01.20.pdf

Form for the notification of temporary work from home

- www.uni-heidelberg.de/md/zuv/personal/Abteilung51Zugriffschutz/antrag_auf_heimarbeit_15.04.2020.pdf

Form for regulation of childcare

- www.uni-heidelberg.de/md/zuv/personal/Abteilung51Zugriffschutz/vordruck_freistellung_15-4-2020.docx

Information on general hygiene measures

- backend-484.uni-heidelberg.de/sites/default/files/documents/2020-03/A4_Plakat_10_Hygienetipps_DE.pdf

Emergency care for children

The Human Resources Division issues a necessary certificate upon request of employees via the corresponding head of the facility. In this certificate, a foundation is laid in order to make corresponding requests at day nurseries or childcare centers to participate in the emergency care for children. We hope that the certificate will be accepted in the exterior space, e.g. by the external institutions.

- www.uni-heidelberg.de/md/zuv/personal/Abteilung51Zugriffschutz/corona_vordruck_bestatigung_notbetreuung.docx

HUMAN RESOURCES DIVISION

Head
N.N.

Business travels

At Heidelberg University, business travels abroad are not authorized until further notice. Authorizations already granted are withdrawn. National travels are only authorized with a special justification. This especially goes for system-relevant and not to be delayed business concerns, like e.g. securing endangered research results in the surrounding area / out of town. This counts for travels of doctoral candidates, students and scholarship holders as well. In case you have to cancel your already granted and booked travel, unavoidable costs as well as cancellation fees are recoverable. This counts as well in case a travel that has already been started has to be cancelled.

The necessary and additional costs caused by corona can be claimed with the "usual" travel expense report. A travel expense report has to be done as well in case part payments or advance payments have already taken place and the travel could not be started due to the corona pandemic. An informal certificate affirming the facts that the cancellation took place due to corona and all other possibilities for cancellation or repayment were taken into account has to be added to the travel expense report. If applicable, a confirmation of the organizer affirming the cancellation has to be added. Credit notes have to be proven and will be offset.

Central financial means are not available to finance additional costs. These have to be borne by the institutions – if applicable, with third-party funds or project funds. In case of questions, the department 5.1 (team travel expenses) is gladly at your disposal.

Information about business travels

- www.uni-heidelberg.de/universitaet/beschaefigte/service/personal/dienstreisen.html

Postponement of the Introductory Event for New Employees

Since 1st October 2019 a compulsory event for new employees has taken place regularly, during which the new employees can acquaint themselves with the different areas of the administration and the legal and organizational framework of Heidelberg University. The introductory day also offers the possibility to get to know colleagues from other units. The next introductory event had been planned for 8 May. Due to the corona pandemic no large events can take place and therefore this introductory day unfortunately has to be postponed.

For information on this introductory event and the possible alternative date, check the website of the Department Personnel Development and Dual Career Service, Vocational Training.

Contact

Matthias Heiken und Oliver Orth

Phone +49 6221 54-12537

einfuehrung@zuv.uni-heidelberg.de

Information about the Introductory Event for New Employees

- www.uni-heidelberg.de/universitaet/beschaefigte/karriere/neue_mitarbeiter/einfuehrungstag/

HUMAN RESOURCES DIVISION

Head
N.N.

New contact person in the administration



Carina Treutel – Head of Human Resources Services for Employees

Carina Treutel has been working in the Human Resources Division as head of the department 5.2 since 1st April 2020. In her function, among other things, she is responsible for basic issues of employees covered by collective agreements and for all kinds of questions concerning recruitment, wage classifications as well as job evaluations. She places great value on good cooperation with the Staff Council, the Disabled Employee Representative and the Equal Opportunities Commissioner.

After her training as assistant for hotel management, she finished her studies in Law at Johann Wolfgang Goethe-University in Frankfurt successfully. After the second legal state examination, she worked as a lawyer in Frankfurt. During the last five years, she was employed as deputy head of the personnel department in a responsible position for the city of Friedrichshafen. Ms. Treutel considers herself a service-oriented contact person for employees covered by collective agreements as well as their executives.

Contact

Seminarstraße 2, Room 240
Phone +49 6221 12520
Fax +49 6221 54-12590
carina.treutel@zuv.uni-heidelberg.de

RESEARCH DIVISION

Head
Dr. Sigurd Weinreich

Offer of support by Heidelberg Research Service

The application advice as well as the offer of support by the project managers of Heidelberg Research Service are ensured. The responsible administrators keep on supporting the administrative handling of research projects supported by third-party funds, too. On top of that, you find information on the current situation concerning individual funding bodies collected under the section current information on the corona virus of Heidelberg University. The information provided here is updated regularly.

Notices of the third-party donors related to the coronavirus-pandemic

- www.uni-heidelberg.de/en/research/research-service/coronavirus-announcements-funding-bodies

Imprint

Universität Heidelberg
Der Kanzler

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kanzler@uni-heidelberg.de

All issues of Caroline
■ www.uni-heidelberg.de/en/newsletter-caroline

Additional Information

Take-away offer of the canteens: Mensa to go

The Studierendenwerk Heidelberg offers a take-away lunchtime service “Mensa to go” from Monday through Friday. The food can be ordered one day prior and picked up between 12:00 and 14:00 hours.

Website of the Studierendenwerk

- www.stw.uni-heidelberg.de/en/mensatogo