



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

To all employees  
at Heidelberg University

Circular No. 6

Heidelberg, 14 April 2022  
**Extension of temporary home office /  
service agreement on telework**

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Dear employees,

I write to inform you that in the last few months, together with the Staff Council, we have been drawing up a new service agreement on telework at Heidelberg University and that we have now finalised it.

The new service agreement on telework will take effect on 1 September 2022 and will apply to all university employees with the exception of those whose staff administration takes place through the University Hospital Heidelberg. In this case, the aim is to eventually synchronise the regulations.

In order to continue to take account of the still high Covid-19 infection levels, and at the same time to organise the implementation of the service agreement in the best possible way, the university is again extending the current arrangements on temporary home office work up to, and including, 31 August 2022.

Early in the summer you will be sent recommendations for action, supporting documents and indications on further procedures, so that individual arrangements can be settled before the summer holidays and all concerned can make a structured start 'in the new world of telework' from September. The service agreement will be published at the same time.

In so doing, Heidelberg University also continues to depend on interpersonal exchanges in all areas. For this reason, activity on campus will continue to constitute an essential element of future work together. At the same time, the recommendations for action on telework will create a framework guaranteeing transparency, reasonable solutions and just treatment of all employees concerned.

In advance, here are some of the innovations and changes compared to telework regulations to date:

- In future there will be two forms of telework: "regular" and "temporary". "Regular" telework is intended to give both supervisors and employees security of planning

when they are coordinating workflows; in addition, “temporary” telework will provide short-term flexibility.

- Telework is generally possible when the tasks can be performed with the same quality and quantity as on campus. The criteria applicable to date, e.g. the distance between the place of residence and place of work, will no longer apply.
- There are no longer any maximum percentages for telework, however there will be recommendations on settling the extent of telework.
- Decentralised responsibility, and hence the role of executives and institute/facility directors respectively responsible, will be strengthened by bilateral agreements. The University Administration, the Staff Council and the other sources of advice will only become involved by way of information or if problem cases arise.
- Simpler approval procedures will reduce bureaucracy.
- IT security, data protection and occupational safety will be appropriately considered. For example, it will be necessary in future that the facilities/institutes make available all IT materials and equipment necessary for the tele-workplaces of their employees.
- Carrying out the required duties continues to be the priority interest, and face-to-face exchange is and remains an essential element of university relations.

Further details on procedure will follow as soon as possible. In addition, the Staff Council will inform you separately about the changes.

On this note, I wish you and your love ones a happy and refreshing Easter. Stay healthy!

With best wishes



Dr. Holger Schroeter  
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