



Catholic University of Eichstätt-Ingolstadt - 85071 Eichstätt

To all employees  
who are working from home (telework) due to the  
“exceptional corona situation” without having  
undergone the regular approval procedure

Your reference:  
Your message dated:  
Our reference:  
Our message dated:  
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**Coronavirus:  
telework option to care for children and to minimize risk of infection**

Dear Sir or Madam,

The Catholic University of Eichstätt-Ingolstadt temporarily releases its employees from their required attendance at the KU, provided that their presence at their place of work is not strictly necessary for maintaining administrative operations. The following regulations shall apply for telework that was authorized and ordered outside the regular approval procedure in connection with this exceptional situation:

The Agreement on Telework shall continue to apply in full apart from the deviations stipulated in this letter. This includes in particular the regulations on data protection and information security regulated in Section 8, the regulations on occupational health and safety and the right of access to the home office workplace. Only your work e-mail address may be used for transferring data and information. Please also have a look at Section 6 of the Agreement and take into account that you are asked to refrain from using external storage media, where possible. If you do not have a work laptop, please use your private IT equipment. If possible, please refrain from storing work-related data on your private PC locally. This applies in particular to confidential data. Unauthorized third parties must not be granted access to work-related data. When using a private PC, please verify that your anti-virus program is up-to-date and update it if necessary.

Please ensure that screen savers are configured to start automatically after five minutes of inactivity and lock the screen. If you leave your desk, please activate the screen saver manually. Any work-related documents must be destroyed at your workplace on campus in accordance with applicable data protection regulations.

When transporting official work-related documents, which should be avoided as far as possible, please ensure that unauthorized persons are not able to inspect and have access to these documents without great effort. It is recommended to transport the documents in closable bags.



As a rule, work-related equipment should not be transported. If it is still necessary to transport work-related equipment in exceptional cases, the equipment must not be left unattended during transport.

Please note that telework is also subject to the regulations stipulated in the Agreement on Flexible Working Hours (*Dienstvereinbarung über die gleitende Arbeitszeit*). In particular, the daily maximum working time of ten hours must not be exceeded and rest periods in accordance with Section 3 must be adhered to.

Working time fulfilled at the home office workplace shall be recorded in the ZEUS system by using the function "*Buchungskorrektur*". In deviation from the regulations stipulated in the Agreement on Telework at the KU, it is also possible to fulfill up to 100 per cent of working time at the home office workplace in this exceptional situation, provided that all tasks to be carried out can be fulfilled in telework. All superiors are asked to approach their employees to assess whether and to what extent the upcoming period can be used to use up accrued overtime. Employees who have accrued overtime should make use of the possibility of reducing accrued overtime hours now in view of the additional workload that is to be expected for the period after the corona pandemic. Employees whose tasks are no longer required temporarily at present due to the limited maintenance of administrative operations are asked to reduce their working time in full or in part.

This reduction can be effected by using up accrued overtime, building up negative hours (the working hours account will display a negative value), by taking vacation or – if this is desired – applying for special leave without continued payment of the salary. In order to make use of this last option, please contact your responsible HR Department.

Please talk to your direct superior in order to agree on periods during which you can be reached by phone at your domestic workplace. It might also be necessary to publish these periods on your website.

Kind regards