

Home Office, Mobile Work at the University of Cologne (UoC) – also possible in post-corona times

A work agreement makes it possible: After the end of the corona-related home office, mobile work will be established as a new form of work at the UoC. There is a separate agreement for the employees of the university clinic which can be accessed on the clinic's intranet.

What does generally apply to mobile work at the UoC?

Mobile work means that the work can be performed at locations outside the UoC, for example at home. The chosen location must be suitable for daily work; in this respect, the personal responsibility of the employees is required.

Furniture will not be provided, consumption costs are not covered by the UoC. Private PCs, notebooks, etc. can be used if desired; in the long term, the basic equipment shall be provided by the UoC.

Please note: On the one hand, employees are not automatically entitled to mobile work, but on the other hand there is also no obligation to work remotely (so a lack of office space is not an argument!). Whether mobile work is an option, depends on whether your tasks are suitable, the service operations allow for it and whether you want this form of working yourself.

Which forms of mobile work are possible?

Situational, event-related mobile work can be arranged informally (e-mail, telephone) with the superior at short notice.

Alternating mobile work is designed on a long term basis and is agreed in writing. The scope and distribution of mobile work over the weekdays are flexible, the only **restriction** in the operating agreement: no exclusive mobile work, i.e. not 100%.

What is the application process for alternating mobile work?

After an interview with the responsible superior, a written application is submitted to Human Resources. This application must be forwarded by the superior in any case (even if it is not approved). **If there are any disagreements (even during the ongoing procedure): consult PRwiss and contact the arbitration board!**

Important sources of information:

Work Agreement on Mobile Work for the academic and artistic staff:

https://verwaltung.uni-koeln.de/abteilung41/content/e143023/e143215/e143216/e199622/e199642/AM_2021-43_DV_mobArbeit_WMA_ger.pdf

Website of the UoC on Mobile Work:

https://verwaltung.uni-koeln.de/abteilung41/content/themen_von_a_z/mobile_arbeit/index_ger.html

Mail address of the Arbitration Board Mobile Work for the scientific and artistic staff:

schiedsstelle-mobile-arbeit-wiss@uni-koeln.de

Do you have any questions? Feel free to talk to us!