Handling fixed-term contracts in a family-conscious way

Ulm University has a particular duty of care towards staff with family obligations, particularly when it comes to the time limitation of employment contracts and their extension. Please do take this into consideration when making a decision on the terms of contracts for your staff. Should one of your staff wish to have a formal conversation about their professional future and the arrangements in their employment contract, please have that conversation with them. Your contact persons in HR Services are happy to provide assistance and advice.

Special trainings for reconciliation topics

Ulm University also offers internal trainings on topics of reconciliation, for example as part of the events organised by the Gender Equality Officer or the staff development programme from HR Services. We would like to encourage you as executives to also utilise these opportunities to strengthen the sensitivity for family-related problems. We hope our executives participate in these trainings and enable their staff to participate.

Executives leading by example

In their exemplary function, executives are key players who can make a significant contribution to making the University a place that practices and lives family-friendliness on a consistent basis. Please make use of our special training programme for executives. More information is available from the Staff Development, Gender and Diversity department.

Our Family Service is happy to provide advice on family-related questions.

Maria Stöckle is your contact person for the following topics:
- childcare
- caring for family members
- dual-career services
- family-related staff shortage
- audit family-friendly university

Phone: +49 731 50-25012
Email: maria.stoeckle@uni-ulm.de

Further information around the topic 'studying, work and family' is available from the Gender Equality Officer, the Equal Opportunities Officer, Division II Student and International Affairs and the Studierendenwerk (student services).

Kontakt

Gender Equality Officer
Email: gleichstellungsbeauftragte@uni-ulm.de

Secretariat Office for Gender Equality (Equal Opportunities)
Telefon: +49 731 50-22426

Equal Opportunities Officer
Phone: +49 731 50-22816
Email: chancengleichheit@uni-ulm.de

Division (Dezernat) II – Student and International Zentrale
Studienberatung (central student advisory services)
Phone: +49 731 50-22053
Email: zentralestudienberatung@uni-ulm.de

International Office
Phone: +49 731 50-22014
Email: international@uni-ulm.de

Studierendenwerk (student services)
Tel: +49 731 50-23810
Dear colleagues,

Ulm University has a great interest in supporting the reconciliation of studying, work and family. This guide is all about helping to create family-friendly work conditions, with the objective to increase the satisfaction, motivation and performance of employees and strengthen the position of women at work and particularly in science, as they often carry the majority of family obligations.

More and more families seek to establish a partnership with equally shared work and family responsibilities. Our offers for reconciliation are thus generally attractive for both women and men.

We see ourselves as family-friendly university and want for all levels and areas to actively live an appreciative, family-friendly culture.

Please support your employees in reconciling work requirements and family obligations. To help you with this endeavour, we provide specific action recommendations for particular family-oriented matters. Your contact persons at HR Services are happy to help you with evaluating and deciding whether a desired measure can be realised.

Prof. Dr.-Ing. Michael Weber
President

Dieter Kaufmann
Chief Financial Officer

1 Recommended actions to determine work hours

- **Part-time with family obligations**
  Ulm University offers their staff numerous tailored part-time and *Elternzeit* (parental leave) models which cater to individual family obligations as much as possible. Please support your staff in making use of them. If the nature of the work does not allow for part-time work, a written explanation needs to be provided to HR Services.

The Elternzeit and part-time offers are explicitly meant for men and executives also. When executives express the wish to work part-time, HR Services assess the feasibility for each case together with the President or the CFO and develop an individualised concept.

- **Consideration of family obligations for annual leave**
  School holidays are a time of high demand for annual leave and everyone has valid reasons for wanting time off during those times. Staff with family obligations often don’t have much flexibility in planning their vacation and therefore depend on school holidays. To afford all staff sufficient opportunities for vacations, please prioritise employees with family obligations when it comes to granting leave during school holidays or in sync with the vacation time of their partners. When planning your staff’s annual leave, please also be considerate of those with care responsibilities who need to organise their care arrangements.

Please make sure to reconcile the interests of staff with and without family obligations and bring forth mutual acceptance.

2 Recommended actions to determine work location

- **Temporary work from home**
  The option to temporarily work from home in times of particularly intense family burdens can reduce absenteeism as well as maintain and increase staff motivation. Therefore, please allow your staff to work from home in cases of family emergencies if their tasks and home environment are suitable for that. Your HR officers are happy to support you with the specific work-from-home design and help you define this in form of individual agreements.

- **Expansion of telework**
  Telework is another suitable instrument to support the reconciliation of work and family. We would therefore like to ask you to facilitate the option to establish telework stations, as far as tasks are suitable. The workplace agreement *Telearbeit* provides further details on the topic. Your HR officers are also happy to provide advice and information on the individual action steps.

3 Recommended actions for work organisation

- **Family-friendly meeting times**
  When scheduling meetings, please be considerate that part-time staff and those who are on Gleitzeit (flexitime) can participate without hindrance. If an employee can still not be present at a meeting, however, please clarify who will inform absent staff on the topics and outcomes discussed.