Information Sheet: Working from Home
(for administrative staff at the University of Basel)

The University of Basel has a working model that gives administrative employees the option of working from home to accommodate their individual needs, insofar as this complies with the scope of their work and their department's requirements. Working from home and flexible working hours also help to reduce commuting during peak hours and mitigate traffic congestion. The President's Board has prepared this information sheet in order to standardize procedures and ensure work performance.

1 General
- This information sheet applies only to "administrative staff" – regardless of the respective position and employment contract.
- The university provides all employees with an on-site place of work together with the necessary work infrastructure. Employees have no basic legal entitlement to work from home, nor can employees be obligated to work from home.

2 Definition
- Working from home means that an employee performs their work duties from home on a temporary or regular basis.
- How and to what extent an employee works from home is always discussed in advance with their supervisor and is based on a foundation of trust and personal responsibility.

3 Requirements
- The tasks, scope and organization of the work, as well as the operational processes, must be suitable for working from home.
- Employees must have a suitable work environment in their homes (see section 8).
- During the agreed working hours, employees must be reachable via the usual communications channels.
- Employees are to discuss their experiences of working from home during their annual employee review in order to make any necessary changes.

4 Authorization
- Arrangements for working from home must be authorized by the employee's supervisor.
- When working from home on a regular basis, an agreement is to be drawn up and submitted to the central Human Resources office (https://www.unibas.ch/en/Staff/Employment/Homeoffice.html).
- Irregular and infrequent work outside the work premises of the university only requires an oral agreement between employees and their supervisors.
- Authorization to work from home can be revoked at any time by the employee's supervisor, with a reasonable period of notice.

5 Scope
- As a rule, employees should not spend more than 40% of their contractual working hours working from home. Any exceptions to this are to be arranged with the central Human
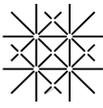
Resources office and are only permitted when the specific work situation allows, and if working from home does not have any negative impact on cooperation within the organizational unit.

- Special provisions apply to employees living outside Switzerland. These are to be discussed with the University of Basel's central Human Resources office.
- Working from home is generally to take place during normal working hours, and these hours are to be recorded according to the same rules that apply to employees working on-site.

6 Legal framework

- Working from home is subject to the same personnel provisions set out in the staff and salary regulations, the regulations on the use of university IT resources, and all other university decrees.
- Swiss labor laws, i.e. the maximum number of work hours per day, required leave time and breaks, as well as regulations governing night shifts and work on Sundays, are all to be observed.

7 Data protection and security

- When working from home, employees have a duty to comply with data protection regulations and to treat data securely.

8 Costs

- Costs for the purchase, installing, operation and use of infrastructure for working from home (e.g. office equipment, IT equipment, internet connection) will not be reimbursed.
- For other expenses, the University of Basel's expense regulations apply.

9 Work environment

- The employee is responsible for creating an undisturbed, effective work environment at home, as well as good ergonomics (see: https://www.suva.ch/de-CH/material/Sicherheitsregeln-Tipps/arbeiten-am-bildschirm-entspannt-statt-verspannt).
- The connection to university servers must be secure and must function properly at all times.
- It is the employee's responsibility to set up and arrange their work environment at home.

If you have any questions, please contact the central Human Resources office.

https://www.unibas.ch/en/University/Administration-Services/Administration/Human-Resources.html

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