Directive on Working from Home (Home Office) (Preventing the Spread of Coronavirus SARS-CoV-2) (dated 27 March 2020)

1. Purpose of the Directive
In accordance with the Executive Board’s decision on 17 March 2020, UZH (hereinafter: employer) is directing its employees to work from home in principle. This directive has been issued to ensure the greatest level of employee protection during the exceptional situation that has arisen due to the SARS-CoV-2 pandemic.

2. Validity of the Directive
This directive is only valid for the current exceptional situation and remains in effect until further notice. The employer will regularly evaluate the directive. If necessary, the directive can be extended via email.

3. Working from Home
Effective immediately, employees must carry out all tasks from home wherever possible.

Employees should support each other with their work and fill in for other employees when necessary. Employees may be called upon by their line managers to do work that lies outside of their normal scope of responsibility.¹

Employees who are unable to be assigned tasks in accordance with their full workload as a result of the exceptional circumstances as well as employees who are unable to perform their work from home will be paid their full salary until 19 April 2020.² This directive is in line with the latest cantonal requirements.³

If the Federal Council extends its measures to contain the spread of coronavirus beyond 19 April 2020, the situation must be reassessed. After this period, employees will continue to be paid their full salary in principle; however, from this date onwards they will be required to use their overtime hours, vacation time (except paid vacation 2020), surplus hours and seniority allowance. This use of overtime and surplus hours applies to staff who are required to record their working hours or who do so voluntarily.

Employees who display symptoms of illness (coughing, fever, sore throat, shortness of breath, runny nose) must inform their line managers immediately and contact either their family doctor or the canton’s medical hotline (0800 33 66 55) in order to discuss the next steps. Employees must inform

¹ § 141 Canton of Zurich Implementation Ordinance of the Employment Act (VVO) dated 19 May 1999 (LS 177.111)
² This also applies to employees paid on an hourly basis. They will receive their salary based on their predetermined work schedule or the average salary of the last 12 months.
³ RRB 2020-0300 dated 25 March 2020
their line managers of illness/accidents as usual. If an employee is unable to work for more than one week, they must also submit a doctor’s note as usual.⁴

4. **Work Equipment and Costs**

Whenever possible, work equipment already made available by UZH should be used for working from home.

Creating additional operating costs during this period should be avoided if possible. Employees are obligated to keep these costs to an absolute minimum and must discuss any potential costs with their line managers before they occur. Expenses that are not necessary for carrying out work must be borne by the employee. Employees will be reimbursed for any work-related costs that do occur, provided they submit an original receipt. These costs will be paid out via an expense account after the conclusion of the home office period.

5. **Security**

All devices used in an employee’s home office are password protected. Business data and backups are to be accessed/made via the UZH server.

Employees must make sure that all files and devices are secure, both when transporting them and using them at home. All files and devices must be protected from unauthorized access and theft.

6. **Working Hours**

The heads of the departments, institutes and clinics as well as the heads of the Central Services units can approve the recording of working hours that fall outside of the normal daily hours (6:00 a.m. to 8:00 p.m.). However, this extension only applies to the period between 5:00 a.m. and 11:00 p.m. This extension applies to all employees of the relevant organizational unit.

No bonuses will be paid for work done from home (with the usual exceptions of on-call duty and mandatory overtime).

During the home office period, employees should be reachable via telephone and e-mail during normal working hours.

Employees should only work additional hours after coming to an agreement with their line manager.

Employees who are required to record their working hours must continue to do so using the employee time sheet provided by Human Resources. Employees must submit a completed time sheet (final version) to their line manager at the end of each month. The line manager is to reply to the e-mail with a formal confirmation. Line managers may also request time sheets on a weekly basis.⁵

7. **Vacation**

⁴ § 100 Canton of Zurich Implementation Ordinance of the Employment Act (VVO) dated 19 May 1999 (LS 177.111)

⁵ § 129 Canton of Zurich Implementation Ordinance of the Employment Act (VVO) dated 19 May 1999 (LS 177.111)
In principle, periods of vacation that have already been planned must be taken, unless the employee’s work is necessary for operational reasons. The same applies to periods of unpaid leave that have already been agreed upon.

The heads of the departments, institutes and clinics as well as the heads of the Central Services units can forbid the postponement of planned vacation time – after consulting with the relevant personnel office (Human Resources) – in cases where the UZH’s operational needs significantly outweigh the employee’s interests. However, in such cases UZH must reimburse any costs (in particular, cancellation fees) arising from such a decision.

8. Telephones
If possible, UZH office landlines will be forwarded internally or to an office voicemail that informs callers about said office’s availability/contact details. The latter applies in particular to employees who have client contact. Forwarding calls to private (mobile) phones should be avoided if possible.

9. Presence at UZH Workplace
In principle, members of UZH must work from home.
Teaching staff who want to make their courses available as podcasts etc. may come to UZH to do so.
Line managers are responsible for determining which tasks must continue to be performed on site.

10. Misuse
Any misuse of remote working arrangements may lead to disciplinary action.