

Zielvereinbarung

zur Erlangung des Zertifikats zum audit familiengerechte hochschule

Universiteit Maastricht

Auditierung

Auditor/Auditorin:

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Präambel

UM recognizes that work is but one aspect of students' and employees' lives. It is a balancing act to manage the compatibility between the demands of the private and the working life. Especially in times in which one has to take special care of loved ones. UM is committed to supporting its community in facilitating the combination of caring responsibilities and work or study.

Caring tasks mostly occur within family life. UM defines family as a broad and inclusive concept, encompassing those people that one considers family. UMCares encompasses childcare responsibilities but also care for other 'family' members. A family-conscious proposition of the UM requires measures and actions to help organize the most optimal alignment between professional and private obligations.

Given that the collective labour agreement already provides many possibilities for flexibility in working time and place, the aim of the process towards becoming a caring university is the systematic inventarization of existing measures, transparency in internal and external communication, optimization of their implementation and the identification of potential gaps. We aim to integrate, as far as possible, measures and activities into ongoing UM initiatives and actions lines, e.g. sustainable employability, health management, and diversity/inclusivity. This fits perfectly within our mission to be an innovative, inclusive, responsible and sustainable place to work and study.

1. HF1: Arbeits-, Forschungs- und Studienzeit

1.1 Ziel: Students with caring responsibilities have flexibility options concerning their study timetable

Messkriterium: *The necessary regulatory framework is installed and the practice is well-supported*

1.1.1 Maßnahme:

Examination of the existing framework with respect to possible gaps, based on benchmarking and best practices

Responsible: SSC and SUMa

Zielgruppe: *Students with caring responsibilities*

Umsetzung bis: *Bericht 1*

1.1.2 Maßnahme:

Examination of existing practices to ensure “similar answers to comparable situations”.

Responsible: SUMa and CoBoE

Zielgruppe: *Students with caring responsibilities*

Umsetzung bis: *Bericht 1*

1.1.3 Maßnahme:

Analysis of the rules and regulations affecting students with caring responsibilities, in order to identify and close any gaps, whilst respecting the diversity of the faculties and study situations.

Responsible: UMCares contact point, together with CoBoE, SUMa and SSC

Zielgruppe: *Students with caring responsibilities*

Umsetzung bis: *Bericht 2*

1.1.4 Maßnahme:

Evaluation of the practical implementation of the regulations (e.g. through feedback analysis, interviews of persons involved etc.)

Responsible: UMCares contact point

Zielgruppe: *Students with caring responsibilities*

Umsetzung bis: *Bericht 3*

2. HF2: Arbeits-, Forschungs- und Studienorganisation

2.1 Ziel: The application of the flexibility options concerning work schedules and study plans is well supported

Messkriterium: *The support structures are implemented*

2.1.1 Maßnahme:

Development of a concept for a “UMCares contact point” and installation as soon as possible

Responsible: Diversity Office

Zielgruppe: *All members of the UM community*

Umsetzung bis: *Bericht 1*

2.1.2 Maßnahme:

Definition and communication of the rights and obligations of employees and students who need to make use of flexibility options

Responsible: UMCares contact point, together with HR and SSC

Zielgruppe: *Employees and students with caring responsibilities who have to make use of flexibility options, and responsible persons e.g. managers, HR advisors etc.*

Umsetzung bis: *Bericht 1*

2.1.3 Maßnahme:

Evaluation of the practical implementation of the processes around caring responsibilities of employees and students

Responsible: UMCares contact point

Zielgruppe: *Employees and students with caring responsibilities who have to make use of flexibility options, and responsible persons e.g. managers, HR advisors etc.*

Umsetzung bis: *Bericht 3*

3. HF3: Arbeits-, Forschungs- und Studienort

3.1 Ziel: Working from home for suitable work tasks is possible

Messkriterium: *The necessary regulatory framework is installed and the practice is well-supported*

3.1.1 Maßnahme:

Definition of the framework (e.g. definition of “suitable tasks”, conditions for the work place at home etc.)

Responsible: HR

Zielgruppe: *Employees who need to work partially from home due to caring responsibilities*

Umsetzung bis: *Bericht 1*

3.1.2 Maßnahme:

Inventory of relevant facilities in UM buildings (e.g. breastfeeding rooms, baby changing facilities etc).

Responsible: UMCares contact point

Zielgruppe: *All members of the UM community, particularly employees and students with caring responsibilities*

Umsetzung bis: *Bericht 1*

3.1.3 Maßnahme:

Technical and organisational support for the application of the regulatory frameworks

Responsible: HR and ICTS

Zielgruppe: *Employees who need to work partially from home due to caring responsibilities*

Umsetzung bis: *fortlaufend*

4. HF4: Information und Kommunikation

4.1 Ziel: Information about support concerning caring responsibilities is available and accessible

Messkriterium: *Easy access to information via different channels*

4.1.1 Maßnahme:

Collection and communication of information about care topics (e.g. existing policies and best practices from across UM and outside, targeted information packs etc.)

Responsible: UMCares contact point

Zielgruppe: *All members of the UM community, particularly those with caring responsibilities, and also external partners and stakeholders*

Umsetzung bis: *Bericht 1*

4.1.2 Maßnahme:

Information about care topics will be continuously updated.

Responsible: UMCares contact point

Zielgruppe: *All members of the UM community, particularly those with caring responsibilities, and also external partners and stakeholders*

Umsetzung bis: *fortlaufend*

4.2 Ziel: UM is positioned as a caring university

Messkriterium: *Good visibility of UM with respect to care topics*

4.2.1 Maßnahme:

Development of a communication concept and information campaign making use of various channels

Responsible: UMCares contact point and Marketing & Communications

Zielgruppe: *All members of the UM community, particularly those with caring responsibilities, and also external partners and stakeholders*

Umsetzung bis: *Bericht 1*

4.2.2 Maßnahme:

Development of suitable structures for dialogue, feedback and exchange of experiences around care topics

Responsible: UMCares contact point

Zielgruppe: *All members of the UM community, particularly those with caring responsibilities, and also external partners and stakeholders*

Umsetzung bis: *Bericht 2*

4.2.3 Maßnahme:

Integration of the position of UM as a caring university into the self-presentation of UM

Responsible: Executive Board, together with UMCares contact point

Zielgruppe: *All members of the UM community, particularly those with caring responsibilities, and also external partners and stakeholders*

Umsetzung bis: *fortlaufend*

5. HF5: Führung

5.1 Ziel: Good practice around care topics is an essential part of the leadership concept and management practice

Messkriterium: *Expectations of persons with supervisory responsibilities concerning the handling of care topics are defined*

5.1.1 Maßnahme:

Formulation of a vision or mission statement concerning the position of UM with regard to caring responsibilities of employees and students

Responsible: Executive Board (and communication by UMCares contact point and Marketing & Communications)

Zielgruppe: *All members of the UM community, particularly those with caring responsibilities, and also external partners and stakeholders*

Umsetzung bis: *Bericht 1*

5.1.2 Maßnahme:

Clarification of expectations of persons with supervisory responsibilities as regards how to deal with conflict between caring responsibilities and work/study obligations

Responsible: HR and SSC

Zielgruppe: *Persons with supervisory responsibilities*
Umsetzung bis: *Bericht 1*

5.1.3 Maßnahme:

Incorporation of handling of care topics into job profiles of persons with supervisory responsibilities

Responsible: HR

Zielgruppe: *Persons with supervisory responsibilities*
Umsetzung bis: *Bericht 2*

5.1.4 Maßnahme:

Integration of care topics into management trainings, including where necessary designing specific formats of training and exchange of experiences concerning how to deal with care topics

Responsible: HR, Staff Career Centre, and UMCares contact point

Zielgruppe: *Persons with supervisory responsibilities*
Umsetzung bis: *Bericht 2*

5.1.5 Maßnahme:

Creation of an annual award for the most inclusive manager

Responsible: UMCares contact point

Zielgruppe: *Persons with supervisory responsibilities*
Umsetzung bis: *Bericht 2*

5.1.6 Maßnahme:

Evaluation of the handling of care topics by persons with supervisory responsibilities (e.g. through surveys, focus groups etc.)

Responsible: HR, SSC and UMCares contact point

Zielgruppe: *Persons with supervisory responsibilities*
Umsetzung bis: *Bericht 3*

6. HF6: Personalentwicklung und wissenschaftliche Qualifizierung

6.1 Ziel: "Career with family" is supported

Messkriterium: *Suitable instruments are implemented*

6.1.1 Maßnahme:

Identification of the flexibility options on different career steps for persons with caring responsibilities

Responsible: HR

Zielgruppe: *Employees with caring responsibilities*

Umsetzung bis: *Bericht 1*

6.1.2 Maßnahme:

Examination of existing instruments (e.g. the tenure track programme) to see if these can be adapted with respect to the situation of persons with caring responsibilities

Responsible: HR

Zielgruppe: *Employees with caring responsibilities*

Umsetzung bis: *Bericht 1*

6.1.3 Maßnahme:

If necessary, adaptation of existing instruments and development of additional approaches

Responsible: HR

Zielgruppe: *Employees with caring responsibilities*

Umsetzung bis: *Bericht 2*

7. HF7: Entgeltbestandteile und geldwerte Leistungen und Studienfinanzierung

7.1 Ziel: Options and limitations for financial support for employees and students with respects to caring responsibilities are in place

Messkriterium: *Employees and students with caring responsibilities receive adequate financial support*

7.1.1 Maßnahme:

Development of proposals for financial support for employees and particularly students with caring responsibilities

Responsible: UMCares contact point

Zielgruppe: *Employees and particularly students with caring responsibilities*

Umsetzung bis: *Bericht 2*

8. HF8: Service für Familien

8.1 Ziel: Employees and students are supported with respect to caring responsibilities

Messkriterium: *Suitable services are offered*

8.1.1 Maßnahme:

Examination of possibilities and limitations for action concerning childcare (both structural childcare and also ad hoc care in connection with events and conferences outside of normal childcare opening hours; other services e.g. a UM Summer School); suitable options will be pursued.

Responsible: UMCares contact point

Zielgruppe: *Employees and students with caring responsibilities who have to make use of flexibility options, and responsible persons e.g. managers, HR advisors etc.*

Umsetzung bis: *Bericht 1*

8.1.2 Maßnahme:

Development of proposals for other services (e.g. a dual career programme for spouses of employees)

Responsible: UMCares contact point, together with relevant organisational units

Zielgruppe: *Spouses of (international) employees*

Umsetzung bis: *Bericht 1*

8.1.3 Maßnahme:

Organisation of events about/for families and care topics

Responsible: UMCares contact point

Zielgruppe: *All members of the UM community*

Umsetzung bis: *fortlaufend*

Umsetzungsstrategie und -struktur

The responsibility for the topic on a strategic level is taken by the Executive Board. The responsibility for the implementation of the concrete measures is taken by the functions defined in the distinct measures.

The implementation of the measures will be coordinated by the newly installed UMCares contact point. Thus, the installation of this office is the first and essential step of the implementation. The UMCares contact point will be part of the UM Diversity Office.

The UMCares contact point will report regularly to the Executive Board and other decision-making organs about the progress of implementation.

Hiermit erkläre ich mich mit den im Rahmen der Auditierung definierten Zielen und Maßnahmen sowie der Umsetzungsstrategie und –struktur einverstanden.

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