



Universität Hamburg

DER FORSCHUNG | DER LEHRE | DER BILDUNG

UHH – Der Kanzler – Mittelweg 177 – 20148 Hamburg

To all employees of Universität Hamburg

Dr. Martin Hecht

Kanzler

Mittelweg 177
5. OG, Raum N5007
20148 Hamburg

Tel. +49 (0)40 - 42838 -4404
Kanzler@uni-hamburg.de
www.uni-hamburg.de

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Additional information of participation in industrial action

Dear Colleagues,

In response to the correspondence of 7 November 2023, we have received various feedback and questions regarding the declaration and recording of participation in industrial action. Against this background, we would like to explain the process again.

Employees are required to notify their employer about their participation in industrial action if such action does not take part outside of working time. As a rule, staying away from work following a union call to strike is sufficient declaration of an employee's participation in such industrial action. Of course, this declaration can also be made explicitly to their manager. Although the latter is preferred by the University in the interests of good collaboration, it is not mandatory.

Irrespective of this, employees must record participation in industrial action as such on the time card or digital time card. Among other things, this ensures that no double deduction is taken from remuneration and credited working time.

Below, we explain how to proceed in different constellations of participating in industrial action in the form of a guide for your daily work routine.

To ensure that participation in industrial action is properly taken into account in your pay, the following steps (illustrated using examples) must be observed in order:

1. I am a member of the technical, library, and administrative staff and took part in the industrial action.
 - a. I did not work at all on the day of the industrial action.
Pay is reduced by the planned working time on that day. Credited working time will not be debited.
 - b. I worked on the day of the industrial action but not the entire core time.
Remuneration is reduced by the proportion of core time not worked. The difference between your planned working time and the sum of your performed

working time and your missed core working time is debited from your credited working time.

Example: You work only from 8 am to 10 am but are scheduled to work 7.8 hours.

Your pay is reduced by 5 hours.

Your credited working time is reduced by 0.8 hours.

- c. On the day of the industrial action, I worked my full core working time but not my total regular working time.
There is no reduction in pay. The difference between your planned working time and your performed working time will be deducted from your credited working time.
2. I am a member of the academic staff and took part in the industrial action. As a rule, core working time does not apply, and there is no regular recording of working time via time cards or digital time cards.
 - a. I did not work at all on the day of the industrial action.
Pay is reduced by the planned working time on that day.
 - b. I partially worked on the day of the industrial action.
Your pay will be reduced by the difference between your planned working time and your performed working time.
3. I am a manager and know that my employee took part in the industrial action or do not know whether they worked regularly.
The day after the industrial action, the employee is asked whether they took part. If the employee answers in the affirmative, they will be asked to what extent they did not perform their working time and when and to what extent they partially performed their working time (see examples above). You are permitted to check the time card for this purpose unless the employee is a member of the academic staff.
As manager, you forward this information to HR Services, which takes it into account when calculating the employee's pay.
4. I am a manager and know that my employee has not taken part in the industrial action.
No further action needs to be taken.

With regard to other consequences of participating in industrial action, refer to the correspondence sent on 7 November 2023.

Sincerely,



Dr. Martin Hecht