

Quarterly report 3/2023 of the General Staff Council of the University of Potsdam

In the third quarter the staff council for general affairs (GPR) dealt with several applications filed in by the department. The new electronic system for notification of illness, to be launched in the New Year, was of special importance.

In administration, a new program for stock taking is in use; this inventory assistant is now on trial in real-time operational mode for further testing.

An issue of utmost importance, as it is mandatory by law, is the implementation of the Whistleblower Protection Act. We discuss this matter intensively with both the management and staff representatives of other universities in Brandenburg.

As always, in all procedures we pay particular attention to data protection, IT security and accessibility for people with visual and hearing and impairments. In this last area there are, unfortunately, still shortcomings on the university's websites.

Other topics of concern

- Workplace inspections together with occupational safety specialists (FaSi) and the company doctor.
- Capacity calculation occupational health and safety officer (FaSi) and company doctor: We continue to work on a process to get a better ratio of hours of medical care assigned for each employee. This ratio applies to the company doctor's working hours and our occupational health and safety officers.
- Improvement of information on employees' rights in the BEM procedure (company integration management) initiated by the employer if absence due to illness exceeds 6 weeks within a 12 months period.
- The Set up and operation of electronic locking systems: Personal data must not be stored in order to prevent of work and behavioral control of employees.
- Construction projects: Exchange with the department about current and planned construction projects. The deficit in office space was also discussed.
- Travel expenses: We are committed to improve the organizational process of reimbursement of travel expenses. Travel expense claims need to be processed more quickly.

Food vending machine in the former cafeteria in Golm (library building) by the company Foodji: We have ensured that no personal data was requested and stored externally when a survey about personal food preferences was carried out via the employee list.