

Target agreement in cooperation with the Rhine-Waal University of Applied Sciences Audit family friendly university (“Audit familiengerechte hochschule”)

1. HF1: Working hours, research hours, and study hours

1.1 Aim: Continuation of a family-conscious concept regarding studies, schedules, and examination dates

Measuring criteria: *Documentation of flexible propositions of user information and selective feedbacks*

1.1.1 Measure:

Perpetuated family-conscious structuring of timetables as well as taking possible time zones into consideration • inquiry of critical aspects/neuralgic configuration • consideration of temporary and organisational different experiences of 20/21 involving changes in dealing with issues and • steadily monitoring and joint adjustment

Target group: *All teachers and students*

Implementation until: *Ongoing*

1.1.2 Measure:

Further discussions about family oriented teaching – and study models, e.g. as flexible individualized (part time-) studies – as the circumstances require looking for support from already existing extra occupational study offers

Target group: *All students and teachers with special private-family concerned configurations*

Implementation until: *Report 2*

1.2 Aim: Creation of a concept that considers family-conscious working hours for all staff members of Rhine-Waal University

Measuring criteria: *Documentation and occasionally (internal and possibly external as well) publication of successful examples; Model introducing the reduction of working hours before pension (“Altersteilkonzept”) is established; likewise first experiences regarding implementation and enforcement*

1.2.1 Measure:

Management of flexible family-conscious working hours –

- practicable as selected, general model and
- available especially in family-concerned and challenging stages of life

Target Group: *All staff members of the Rhine-Waal University*

Implementation until: *Ongoing*

1.2.2 Measure:

Deciding on the model considering the reduction of working hours before pension (“Altersteilkonzept”) and if necessary subsequent elaboration, reconciliation, publication, and trial

Target group: *All staff members of the Rhine-Waal University*

Implementation until: *Report 1*

2. HF2: Organisation of work, research, and studies

2.1 Aim: Continuation of a family-conscious organisation and concept of committees meetings

Measuring criteria: *Different times of committees meetings were tested and evaluated; further handling was enacted; digital participation in committees meetings was documented*

2.1.1 Measure:

Testing of (if necessary) distinct scheduling of committees meetings concerned with a family-conscious procedure of the university in compatibility with family-conscious teaching/studies and the involvement of staff members in the area of technology & administration and considering the involvement of part-time staff members

Target group: *All committees participants*

Implementation until: *Ongoing*

2.1.2 Measure:

Continuation of the full digital participation and involvement of committees with

- expansion of technical equipment – where necessary and possible,
- joint concentration of a reliable committees meetings design and
- if necessary supplemented by exchange in already succeeding university internal practices

Target group: *All committees participants*

Implementation until: *Ongoing*

2.1.3 Measure:

Evaluation of formation and culture of the committees and identification of “commendable” committees formats, e.g. through qualitative interrogation

Target group: *All committees participants*

Implementation until: *Ongoing*

2.2 Aim: Family-conscious alternatives of service provision – acquainted and applied

Measuring criteria: *Complementing and publishing examination regulations took place, examples of occupation were documented*

2.2.1 Measure:

In an explicit family-conscious section of exam regulations including hereto described (application-) processes the possibilities are grasped:

- making use of additional processing time with regard to written elaborations (paper/thesis)
- performing alternative course assessments
- participation in digital exams

This will be transparently published for students and teachers

Target group: *All family-binding students (both childcare and tasks concerning nursing) and students who do not live near to their main place of study due to reasonable circumstances*

Implementation until: Report 2

2.3 Aim: Improvement of a considerate dealing with overloads

Measuring criteria: *Social contact persons appointed and made known; occupation is documented by numbers and examples*

2.3.1 Measure:

Establishment of (multiple) social contact persons and (anonymous) evaluation of the well-known, as causative perceived configurations

Target group: *All staff members of the Rhine-Waal University*

Implementation until: Report 1

3. HF3: Place of work, research, and study

3.1 Aim: Continuation of experience-based flexibilization of the workplace

Measuring criteria: *Service agreement of the different options regarding flexible work places are effective; seeking feedback repeatedly*

3.1.1 Measure:

Concluding elaboration, negotiation, signing, and publication of the establishment agreement "mobile working" ("Mobiles Arbeiten") taking into account experiences regarding the period of 2020/21 and the concepts of Corp. New Work with protection

- of a smooth transition regarding the circumstances of the pandemic
- of a sustainable access to options concerning telecommuting, home office or mobile working – according to legal guidelines

Target group: *All staff members of the Rhine-Waal University*

Implementation until: Report 1

3.2 Aim: Continuation of experience-based flexibilization of the teaching place and study place

Measuring criteria: *Teaching records are part of the options; hybrid formats are used when needed; equipment is expanded*

3.2.1 Measure:

Motivating teachers to continue using available records of range of curricula. The records can be updated and complemented when necessary and help to make the curriculum more diverse and attractive

Target group: *All staff members and students of the Rhine-Waal University*

Implementation until: *Report 1*

3.2.2 Measure:

Continuous support to expand skills and experiences in upgrading and using qualitative digital and hybrid formats (e-learning) that enable to be temporarily independent from each other and to satisfy family-oriented needs regarding work

Target group: *All teachers and students of the Rhine-Waal University*

Implementation until: *Ongoing*

3.2.3 Measure:

Gradual optimization of the equipment in auditoriums and seminar rooms with digital technology – insofar as the means are sufficient

Target group: *All members of the Rhine-Waal University*

Implementation until: *Ongoing*

4. HF4: Information and communication

4.1 Aim: Compatibility-based offers are easily accessible and are known in their whole range

Measuring criteria: *Concept is established and is consequently implemented with regard to the general framework*

4.1.1 Measure:

Elaboration of an internal marketing concept followed by the reiteration and systematic communication of diverse offers of family-supported measures, possibilities, and activities considering all means and different paths:

- regarding the affairs of children of different ages as well as the maintenance and nursing of elderly and sick relatives
- also small and big printed (flyer and posters) as well as digital (e-mail, news, intra- and internet)
- likewise the single-consultation (family service) as well as in a broader setting receiving information (e.g. via the contents of the target agreement in faculties and committees)

- distinct human resource instruments, e.g. (small) reduction of working hours in all divisions of the university – for professors as well

Target group: *All members of the university*

Implementation until: *Ongoing*

4.1.2 Measure:

The tasks of a “fathers’ representative” are considered, if necessary outlined, his seeking/appointing/electing should be implemented and his cooperation with the equal opportunity representative should be attempted

Target group: *All working fathers of the university*

Implementation until: *Report 1*

4.1.3 Measure:

Means of information for and the communication with (especially international) teachers, staff members, and students with children and/or nursing tasks will be examined and e.g.

- by means of comprehensive documents, e.g. as a “welcome folder” in German and English language and
- with the help of special enrolment processes that respectively improve specific concerns of teachers, staff members, and students with children as they get informed about offers BEFORE they arrive in Germany and at the university and (with support) are able to make preparatory arrangements.

Target group: *All (especially international) members of the Rhine-Waal University with children and nursing tasks*

Implementation until: *Ongoing*

4.1.4 Measure:

Compatibility and gender are addressed, processed, and publicised concerning projects of the university and projects of further study courses

Target group: *All university members*

Implementation until: *Ongoing*

5. HF5: Leadership

5.1 Aim: Safety of human resource management based on staff members and implementation of a family-conscious orientation at the Rhine-Waal University of Applied Sciences

Measuring criteria: *Concepts of the propositions are elaborated, documentation of advertisement and propositions, where appropriate users and feedback*

5.1.1 Measure:

All of the staff members of the HSRW with staff- and leadership tasks get offered an overview-workshop

- with attractive title as e.g. “HSRW culture & care work – what is up...”
- taking into account different stages of life and family-related tasks (childcare, nursing, etc.) as well as possible risks of overloading
- as stabilized module of qualification for managers
- whereby the participation via certificate will be proofed

Target group: *All university members with personnel and managerial responsibility*

Implementation until: Report 1

5.1.2 Measure:

Personnel-Leadership-Expertise-Profit (“Personal-Führungs-Kompetenz-Gewinn (PFKG)“) as a topic

- in professorship-development-dialogue (“Professur-Entwicklungs-Gespräch (PEP)“) and
- in formats of offers underlined by a collegial moderated exchange

Target group: *All university members with personnel and managerial responsibility*

Implementation until:Ongoing

6. HF6: Human resource development and scientific qualification

6.1 Aim: Parents-, colleagues-, and task-conscious dealing of parental leave

Measuring criteria: *KIT (“Keep in Touch”) - concept is established, examples of the usage are documented; documentation of the handling with parent representation*

6.1.1 Measure:

In due consideration regarding concerns of the parents-to-be as well as the impact on colleagues the specified, in revision situated concept “Keep in Touch” (KIT) will be finally voted on and will be systematically applied.

For that to happen, the related documents

- will be published and will be made accessible on the university website
- will be obtained by all university staff members with tasks regarding human resource management
- will be received by parents-to-be jointly with an information package after announcing pregnancy, considerable the delivery of the child

Target group: *All parents-to-be, colleagues, and all university members/staff members with personnel and managerial responsibility*

Implementation until:Report 1

6.1.2 Measure:

As far as possible, family-related timeouts or reductions of working hours are structurally proceeded by involving the respective staff council and making sure that

- a representing staffing takes place in a premature, transparent, preferably internal manner
- the delivery of tasks is safeguarded
- substituted contracts are objective, technical, social, and collegial
- tasks/workload are/is distributed or will be taken care of by substitutes

Target group: *All people with family, colleagues, and all university members/staff members with personnel and managerial responsibility*

Implementation until:Ongoing

6.1.3 Measure:

Considerate collection of examples in any such case where e.g. projects were successful in realising overlaps of processing before and after parental leave or a joint scheduling and organisation of working hours after return

Target group: *All people with family-related timeouts, their colleagues and all university members/staff members with personnel and managerial responsibility*

Implementation until:Report 1

6.2 Aim: Gender-sensitive work experience and transparent staffing with compatibility options

Measuring criteria: *Gender checklist is established and made us of; documentation of staffing with diminished volume (of time and tasks)*

6.2.1 Measure:

The checklist about attentive handling with gender aspects in professions is gradually applied in self-evident and systematic procedures; obligation to pro-actively approach candidates will be implemented in an appellate guideline; appellate-workshops take place once or twice a year and contribute positively hereto

Target group: *All those involved in the appeal hearing*

Implementation until:Report 2

6.2.2 Measure:

The proceedings of staffing

- takes place in the scientific field increasingly after a (more) coherent standard transparent with regard to involvement of personnel department and

- establish part-time offers that are gradually a component of the application procedure for positions in a scientific field (if necessary, as professorship with reduced job share) and also
- in proceedings of human resource management as a realistic option

Target group: *All those involved with staffing and applicants*

Implementation until: Report 1

7. HF7: Renumeration components and monetary valuable performances and finances of the studies

7.1 Aim: Financially effective options of support for students

Measuring criteria: *Examination and further dialogue took place; this task will further proceed based on respective results*

7.1.1 Measure:

Inquiry of opportunities to facilitate the access to financial support for (also international) students with child (and where required further nursing tasks) – inter alia

- by means of the usage of a consistently updated chart concerned with scholarships in consultations
- with the establishment of an “emergency pot” (“Notfalltopf”) for financial support

Target group: *All students with family*

Implementation until: Report 2

7.1.2 Measure:

Jointly considerations with the “Studierendenwerk” about possibilities to improve the equipment (e.g. furniture) of residential units that are reserved for students with child/family

Target group: *All students with family*

Implementation until: Report 2

7.2 Aim: Financial support for particular compatibility challenges of all staff members

Measuring criteria: *Examination took place, this task will further proceed based on respective results*

7.2.1 Measure:

Assessment of means and possibilities to cover additional costs of childcare, e.g. in case of participation in a conference, obligatory business trip or at the end of a publication procedure

Target group: *All scientists and staff members in technology & administration with extra-needs of childcare*

Implementation until: Report 2

8. HF8: Service and family

8.1 Aim: Rooms for and with children as well as further expansion of demand-based childcare

Measuring criteria: *Concepts of childcare were considered, adjusted, and reasonably implemented*

8.1.1 Measure:

Both campuses – Kleve and Kamp-Lintfort – should contemplate

- different concepts of childcare
 - occupancy/allotment spaces (at campus Kamp-Lintfort)
 - initiative of parents at the campus (à la Trier)
 - rooms for a “sit-together”
 - holiday care
 - babysitting pool / notice board / emergency care
 - child-friendly location at the campus (playground)
 - with reference to monetary opportunities of the HSRW and the potential user,
 - matching a determined realistic demand of childcare and taking explicitly into account reliable cooperation offers that will be implemented gradually according to the outcome
- The decision-making process at the university will be conveyed on demand and in a transparent manner.

Target group: *All teachers, staff members, students – especially single parents*

Implementation until: *Ongoing*

8.1.2 Measure:

Assessment: organisation/creation of 1-2 rooms for people with toddlers

- for breast-feeding mothers
- to change diapers
- study room with the access to teaching/learning material for students with children

Target group: *All parents*

Implementation until: *Report 1*

8.2 Aim: Networking of HSRW-members with care-tasks

Measuring criteria: *Incentives of networking documented*

8.2.1 Measure:

Testing of propositions that facilitate networking, orientation at the local sphere and integration (e.g. Cafés), as required for specific groups of people (e.g. single parents, people with nursing tasks of family members, fathers, etc.)

Target group: *All (international) students and university members with children and nursing tasks of family members*

Implementation until: *Report 2*