

Reconciliation

Work-Life Balance - as a topic for the Annual Employee Review



The Annual Employee Review opens the opportunity to speak about topics like compatibility / reconciliation of work, family and private life. This includes subjects like childcare, the (temporary) care of dependents, temporary and local restrictions in the context of divergent household-/family constellations and living conditions, private engagements like voluntary activities and healthcare, sports activities and personal further education. In the following, you will find indications how to address this subject area and resolve solutions for a better reconciliation.

BASICS

- Privat life belongs to them: Leave it to your coworkers whether or not they want to address concerns around work-/life balance. Superiors are not allowed to check the private life of coworkers.
- Offer for dialogue: Demonstrate openness though. By offering to talk about work-/life balance issues you give a clear signal that it is a matter of great concern and that you would like to support your coworkers.
- Confidentiality. Speaking about private concerns may be delicate. Make clear that you will treat those pieces of information confidentially.
- Separation of performance versus presence at work. Make clear that your main concern are functioning work flows and work organisation; presence at work alone does not guarantee good job performance.

INDICATIONS FOR THE DISCUSSION

- Openness for different life styles: Raise awareness that reconciliation of work and life is always about different horizons of personal values and experiences. Make clear, that open conversation brings about no disadvantages but only advantages - for both sides.
 - Compassion for the individual situation. Inquire about concrete reconciliation issues or -problemes. At the same time, focus on the work organisation and effective work flows between coworker and the team.
 - Possibilities and limits for action. Discuss possibilities for action and change. Make clear, that you want to support the coworker. At the same time, address limits which arise from goals in the project and organisation of the team.
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- **Schnelle kleine Lösungen:**

Bessere Vereinbarkeit erfordert oft keine umfassende Umstrukturierung. Klären Sie gemeinsam welche



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FINDING SOLUTIONS

- Quick, small solutions: A better reconciliation often does not require comprehensive re-structuring. Reflect together about feasible changes.
- Long-term solutions: Set up together an agreement on better reconciliation and evaluate it in the following annual employee review.
- Creativity needs courage: There are not always optimal solutions to questions on reconciliation matters. Be open for creative solutions.
- Information about offers: Indicate counsel and support opportunities at university.
- Do not organise the private life of others: Refer to internal or external experts in case of difficult personal or familiar problems.
- Reconciliation concerns in the team: Make clear that solutions have to work in the whole context. It is about better reconciliation for all coworkers - including your own's.





PREPARE RECONCILIATION TOPICS:

FOR SUPERVISORS

Are shape and amount of the tasks for the team molded in a way which basically allows work-life balance?

Made sure that long-term work load planning allows private planning to coworkers?

Made sure that a timely compensation for demanding work stages can improve work atmosphere ?

Are aware that private challenges can have an impact on the work of coworkers?

FOR COWORKERS

Does life situation yields conditions, which should be included into the supervisor's work planning for you?

How content are you with the distribution of your working hours?

Does the total of your working hours harmonize with your current life situation?

How content are you with your current work-life balance?

What could we do to improve your situation?

Which offers to improve your work-life balance would you like to participate in?

INFORMATION AND CONTACT

Information and counsel on reconciliation themes including child care offers: Renate Putschbach, Family Service, Renate.Putschbach@zvw.uni-goettingen.de

Information on Telework: Klavdiya Gordeyeva, Equal Opportunities Office, Klavdiya.Gordeyeva@zvw.uni-goettingen.de or the relevant personnel officer in charge

Information on legal aspects (e.g. working hours model, reduction or increase of working hours): The personnel officer in charge.

Further contact: Staff council, persrat@uni-goettingen.de

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