



Subpolicy for working day flexibility

Purpose

DTU must continuously be an attractive, flexible, and sustainable workplace that attracts, develops, and retains the best employees. DTU achieves this by offering a setting and job content that support the employees' well-being and thus improve their work performance. One element in this ambition is that all employees are entitled to a dialogue with their own manager, where they can discuss expectation for more working day flexibility. This dialogue is an important part of a sustainable working life in which flexibility is balanced with consideration for work tasks and the collegiate community.

Attitude

Physical presence and our open-door policy are characteristic features of DTU. In the physical meeting, we reflect ourselves in each other and create recognition through dialogue and collaboration. DTU's unique infrastructure also brings academic environments together and creates opportunities for the emergence of new knowledge. The student's creation of identity and personal development also take place in social interaction with other people. The student can ask questions, just as the lecturer can address what happens in the auditorium.

DTU's objective is to create more working day flexibility. It is driven by employees and managers demanding and showing great responsibility in planning their own work. Increased organizational focus on flexibility is also in accordance with DTU's wish to contribute to a sustainable transformation of society. This flexibility has a positive effect on well-being, family life, transport to and from work, work-related travel activity, and general sustainable use of resources.

Digitalization gives the world new ways of working together, and technology makes it possible to supplement physical presence with online accessibility, for example in relation to increased remote supervision, increased working from home, staggered working hours, and improved flexibility in how we plan our working day. Flexibility is well in line with the University's open-door policy, under which the increasing virtual presence helps strengthen that DTU's doors are open to colleagues, students, and society.

Responsibility and scope

The formal responsibility for employee relations lies with the management in accordance with the Staff Policy. The implementation of a sub-policy for working day flexibility is linked to a strengthened dialogue on what motivates well-being and performance. All managers must enter into a dialogue on flexibility with an awareness that the employee and manager agree through a dialogue what working day flexibility means to the individual.

Commencement

DTU's sub-policy on working day flexibility was approved by the Executive Board on 2. September 2020 and approved in writing by the Cooperation and Joint Consultation Committee in September 2020. In consultation with representatives from the Cooperation and Joint Consultation Committee and the Corporate Work Environmental Committee, the Executive Board has decided to pilot test the possibility of a more flexible working day in autumn 2020—starting from the announcement on DTU Inside. At the beginning of 2021, the sub-policy will be discussed by the Executive Board, the Cooperation and Joint Consultation Committee and the Corporate Work Environmental Committee. No decision may be taken on any final commencement before the pilot experience has been assessed by the above forums.



Guidelines for working day flexibility

Confidence

The possibility of working day flexibility is an expression of a DTU culture based on a basic confidence that each individual acts responsibly within his or her own area of responsibility. This approach is in accordance with the self-management concept that is a fundamental element in DTU's culture.

This means that you organize your work tasks based on your manager's setting of the framework for your area of responsibility, that you are mindful of balancing your working life and private life, and that you conduct an ongoing dialogue about what is motivational for your well-being and performance.

Workplace

The primary workplace is campus, but you can agree with your immediate manager that you also engage in remote working. This may—for example—be in your own home, a meeting with a collaboration partner or colleague, other places on campus, or in the surrounding urban space, etc.

All employees may agree with their immediate manager that some of their working hours are located in another place than the primary workplace. This option always presupposes that it is possible to work—for example—from home without this affecting task performance or collaboration.

For example working from home is a voluntary offer for all DTU employees. If you have agreed with your manager that you often work from home, you can examine in a dialogue with your manager what facilities DTU can provide.

DTU recommends an ongoing dialogue with your immediate manager about when and to what extent you can work from elsewhere. Such an agreement also contains a work culture that signals accessibility by—for example—always having an online updated calendar, a contact telephone number, and—for example—a specification of hours for virtual sparring, knowledge sharing, etc.

Working environment

Working environment is a shared responsibility. The manager and employee are expected to plan the work so that you have a healthy and safe working environment and both parties experience being part of a collegiate community.

If there are working environment conditions that are not satisfactory in connection with the performance of work outside the primary workplace, DTU encourages the use of the workplace available on campus.

Nature of the work

The nature of the work is of importance to how obvious it is to agree working day flexibility, but it is not the only parameter. Your well-being, saved transport time, meetings conducted from home, and personal situation are also valid arguments in the dialogue with your immediate manager about working day flexibility.



Work performance

The management at DTU has an expectation that we all work efficiently, are available, and deliver a satisfactory performance regardless of the physical workplace. For the individual employee, this is reflected in the employee's performance being linked to the creation of results and not necessarily to the employee's physical presence.

Meetings

Digital/Hybrid meetings must be integrated as part of DTU's meeting culture. This requires planning, AV equipment, and new habits for the individual person. If you often participate in hybrid meetings, you can—after a dialogue with your immediate manager—discuss what facilities DTU can make available.

Study programmes

DTU supports that physical presence can be supplemented with virtual availability. In the situations in which it has been agreed with the management/immediate manager that teaching takes place virtually, DTU provides digital platforms that make it possible to collaborate and teach virtually.

Guidance and sparring

Ongoing dialogue is a key element in all forms of guidance and sparring. DTU encourages that agreements on guidance and sparring are not linked to a single physical place. This allows a more flexible meeting structure based on your preferences to a greater extent, while also meeting a need for continuous dialogue.

Absence

Illness and a sick child are valid reasons for absence. DTU does not expect you to work if you have a valid reason to be absent from work.

If your child is ill, you can agree with your immediate manager to deal with this flexibly by—for example—combining your child's illness with a number of hours of working from home.

If you have symptoms of possible illness (for example a head cold) without feeling ill, you are encouraged to work from home to prevent the spread of infection. If you have been absent from work due to illness, DTU recommends that—if possible—you work from home for up to two days after you are symptom-free.

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