Dear Colleague!

The academic staff council of the Ruhr-University-Bochum (Personalrat für die wissenschaftlich/künstlerisch Beschäftgten, WPR) consists of 15 elected members and supports all scientific and artistic employees in questions concerning their job. The activities of the WPR are based upon the state law for employee representation of North-Rhine Westphalia (Landespersonalvertretungsgesetz NW, LPVG). The function of the WPR can be summarized as follows:

I. Monitoring (according to § 64 LPVG) that the laws, ordinances, labor agreements, operating agreements and administrative instructions (e.g., TV-L, Data Protection Act, Safety at Work Act, Maternity Protection Law) in favor of the employees are respected.

II. Codetermination (according to § 72 LPVG) in measures planned by the university administration that affect all employees represented by the WPR, e.g.,

- Improvements in productivity, technology and labor organization
  Control of performance and conduct by dedicated technical equipment, enhancement of efficiency and facilitation of work flow (e.g., new duties while keeping all others), introduction of fundamentally new working methods, automated processing of personal data, establishment of workplaces outside of the university

- General regulations of the work flow
  Regulations of working hours, overtime, extra work, vacation plan, and compensation for extra work, measures for safety at work, configuration of the workplace, regulations of order and conduct, rules for personnel evaluation, continuing education, agreements of leased labor, privatization, etc.

III. Codetermination and participation in measures that concern only you as a single employee (Due to the law amendment of 29.6.2011, the requirement to formally apply for participation of the academic staff council has been dropped!):

Examples:

- Hiring, supplements to the employment contract, terminability or major changes of the employment contract, extension of the probation period, returning to the job after leave without pay or after “Elternzeit” without part time employment,
promotion, change in career, assignment to or change of a pay level, assignment of a higher or lower valued function, assignment to, acceleration or retardation of waiting time for a certain step of the current pay level, relocation to another entity, job change within the university for more than 3 months, delegation, identification of a limited ability to work, layoffs, contractual notice of dismissal, early retirement, prohibition or revocation of a permission for a side line job, rejection of an application for part time employment or vacation, rejection of an application for establishment of a workplace outside of the university, maternity leave, compensation for damages (e. g., key loss) etc.

The WPR must be heard before notices, extraordinary notices of dismissal, dismissals during probation, and cancelation agreements.

The procedure of codetermination:

- Personnel administration informs the WPR about the personnel measure and asks for its approval within 2 weeks (1 week in case of stated urgency).
- The chairperson or one of the vice chairpersons will contact you (if necessary) to clarify the actual situation.
- The WPR comes to formal decision during its (generally) weekly session.
- The WPR generally approves measures in favor of the employee.

If the WPR disapproves, the personnel measure will be discussed with the university president to serve your interests. In case a settlement cannot be reached, the measure will be brought forward to the arbitration committee of the Ruhr-University.

**PLEASE NOTE**

The academic staff council always automatically represents you in all personnel measures after the law amendment of 29.6.2011. This automatic representation has been standard in other businesses since a long time. The former option to withdraw the participation of the academic staff council in personnel measures is no longer possible. Therefore, it is important to apply for extension / modification of your employment contract as early as possible.

*Remember*: a hiatus in your employment contract is a loss of income.

**Personnel measures without participation of the academic staff council (WPR)**

Please contact the WPR as **soon as possible** if you feel a personnel measure can be on the horizon, e. g.

- a personnel talk with your boss,
- a written exchange (especially e-mail!) with your boss,
- a written exchange (also e-mail!) with personnel administration.

Even if you just have a question or a seemingly tiny problem, don’t hesitate to contact us: WPR (Tel: 0234-32-26980). You can reach our internet pages following [http://www.rub.de/wpr](http://www.rub.de/wpr).

The academic staff council can provide you with options based on its experiences. The WPR can inform you about your rights and duties. We like to help you.

To enable us to reach you fast and efficiently in case of a personnel measure or problem that affect your working environment, we would be happy if you can provide us with your e-mail address and your faculty.

With our best wishes for your work at our university

Yours sincerely

(Dr. Michael Jost)