



INFORMATION FOR NEW

Employees

2008

Dear Employee:

We would like to welcome you to your new workplace. We hope you will get off to a good start in your new position.

The aim of this brochure is to help you get your bearings and to give you a brief overview of the most important rules and regulations that apply at Freie Universität Berlin. We hope that by providing you with this information, we will also facilitate your work together with the institutions that provide services at the university.

A lot of information, addresses, and phone numbers can be taken from the directory and course catalog for our university, which is published each semester. Additional phone numbers and areas for which the central university administration, the university library, and other institutions are responsible can be found in the Freie Universität telephone directory.

You will also receive important information and notices in the official journal of Freie Universität Berlin, the staff bulletin of Freie Universität Berlin, and the administrative memos published by Freie Universität Berlin. And you can also read the FU calendar for interesting, worthwhile, and current news items.

Our homepage:

<http://www.fu-berlin.de/>

also provides a wide range of information and news from all fields and divisions.

Best regards,

Frank Rosendahl

*Published by: Division of Administration of Staff and Finances
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1 Freie Universität Berlin

With over one hundred academic subject areas and some 34,000 students – 15 percent of whom come from all over the world – Freie Universität Berlin is one of the largest, strongest-performing universities in Germany. The university stands out in its field due to its modern, international character.

1.1 Excellence Competition

On October 19, 2007, Freie Universität Berlin emerged successful under all three lines of funding in the German universities' Excellence Initiative. This means that Freie Universität is one of the nine universities in Germany whose concept for the future is receiving funding. The following were approved:

- the future concept of an “International Network University“
- the clusters of excellence entitled “Languages of Emotion” and “Topoi. The Formation and Transformation of Space and Knowledge in Ancient Civilizations” (joint application with Humboldt-Universität zu Berlin) as well as “Neurocure. Towards a Better Outcome of Neurological Disorders” (an application submitted by Charité, the joint medical department of Freie Universität and Humboldt-Universität)
- the graduate programs at the Friedrich Schlegel Graduate School of Literary Studies, the program in Muslim Cultures and Societies: Unity and Diversity, and the Berlin-Brandenburg School for Regenerative Therapies (an application submitted by Charité, the joint medical department of Freie Universität and Humboldt-Universität).

The following were approved back in 2006, during the first round of the excellence competition:

- [Graduate School of North American Studies](#)
- [Berlin Mathematical School](#)

For more information on the Excellence Initiative, see www.excellence-fu.de.

1.2 Facts & Figures

Freie Universität Berlin is a relatively young university. Students and academics founded Freie Universität with assistance from the United States in 1948 because they had been prohibited to study at the newly reopened university “Unter den Linden,” which was under Communist influence. Courses started in the 1948/49 academic year with a student body of 2,140 and 128 professors. The original departments were the Department of Philosophy and Humanities, the Department of Law, Business, and Economics, and the Department of Medicine.

Today, research and academic activities at Freie Universität Berlin encompass 11 departments, the Department of Medicine – Charité – University Medicine Berlin (formed from the merger of the former medical departments of Humboldt-Universität zu Berlin and Freie Universität Berlin), and three central institutes, with more than 400 professors and about 1,700 researchers and academic assistants the driving force behind the university’s academic programs. Freie Universität Berlin employs a staff of more than 4,000 in total, making it one of the biggest employers in the Berlin-Brandenburg region.

Excellence in research and instruction is the top priority at Freie Universität. It is currently the lead university in 21 special research areas and four DFG (German Research Association) researcher groups. Two special research areas fall within the field of the humanities. And since 1988, fifteen FU academics have received the DFG’s Leibniz Prize, the highest-ranking distinction for research in Germany.

Freie Universität cultivates a climate of interdisciplinary cooperation. At present, there are “Clusters of Excellence” that accommodate special interdisciplinary research areas. These Clusters of Excellence bring together high-performance, innovative aspects of the research conducted across disciplines and provide answers to social and economic questions of the present and the future.

Alongside “internal” cooperation, Freie Universität also emphasizes its many national and international contacts with academic institutions and with organizations that provide critical impetus for research and teaching. As far back as the nineteen-fifties, Freie Universität Berlin maintained partnerships with highly regarded American universities (including Stanford, Princeton, and Columbia) and with universities in Western Europe. Today, it maintains about 130 partnerships worldwide. Six hundred external academics and scientists contribute to the variety of instructional and research activities conducted each year. Freie Universität has also embarked on a strategic alliance with Ludwig-Maximilians-Universität in Munich. In addition, it works closely with companies that maintain worldwide operations, such as the BMW Group, Schering, Siemens, Deutsche Telekom, and Pfizer.

1.3 Departments and Central Institutes

Freie Universität Berlin has twelve departments and three central institutes, which work across a number of disciplines. The individual departments are:

- **Biology, Chemistry, and Pharmacy**
- **Education and Psychology**
- **Earth Sciences**
- **History and Cultural Studies**
- **Mathematics and Computer Science**
- **Philosophy and Humanities**
- **Physics**
- **Political and Social Sciences**
- **Law**
- **Veterinary Medicine**
- **Business and Economics**
- **Charité – University Medicine Berlin (joint department of human medicine between Freie Universität Berlin and Humboldt-Universität zu Berlin)**

The Central Institutes:

- **John F. Kennedy Institute for North American Studies**
- **Institute for Latin American Studies**
- **Institute for Eastern European Studies**

1.4 Central Services

The following central services at Freie Universität Berlin fulfill predominantly service functions:

- **Computing Services (ZEDAT) - University Computing Center**
- **Center for the Promotion of Women's and Gender Studies**
- **Center for Recreational Sports**
- **Language Center**
- **Center for Academic Advising and Counseling Service**
- **University Library**

In addition, there is also the

- **Botanic Garden and Botanical Museum**

2 Organization and Administration

2.1 Executive Board

The Executive Board (*Präsidium*) is in charge of managing Freie Universität. Among its other responsibilities, the Executive Board approves the draft budget, publishes guidelines for budgetary and economic administration, makes suggestions as to the establishment, modification, and elimination of organizational units, as well as proposing structural and development plans for Freie Universität and implementing the resolutions of the Academic Senate (*Akademischer Senat*) as to the establishment and elimination of courses of study. The meetings of the Executive Board are not open to the public.

The Executive Board of Freie Universität Berlin currently has the following members:

- **The President**
Prof. Dr. phil. Dieter Lenzen
(Department of Education and Psychology)
- **The First Vice President**
Prof. Dr. Ursula Lehmkuhl
(John F. Kennedy Institute)
- **Vice President**
Prof. Dr. phil. nat. Monika Schäfer-Korting
(Department of Biology, Chemistry, and Pharmacy)
- **Vice President**
Prof. Dr. phil. Dr. h.c. sc. Christine Keitel-Kreidt
(Department of Education and Psychology)
- **Vice President**
Prof. Dr.-Ing. Jochen Schiller
(Department of Mathematics and Computer Science)
- **Director of Administration and Finance**
Peter Lange

The Executive Board works according to the principle of collective responsibility. The President is responsible for setting guidelines within the Executive Board. Within those guidelines, each Vice President and the Director of Administration and Finance (*Kanzler*) is responsible for managing his or her division independently and on his or her own responsibility. The Director of Administration and Finance supports the President in performing his or her duties. He or she manages ongoing administrative business and is bound by the guidelines set by the President in so doing. He or she is also the official in charge of the budget.

The President and the First Vice President are elected by a majority vote of the extended Academic Senate. The candidates are nominated by the Academic Senate and elected by the Academic Senate independently of the Board of Trustees (*Kuratorium*). The President and the Academic Senate are entitled to propose additional Vice Presidents. The President and Vice Presidents generally serve for a term of four years. The Director of Administration and Finance is elected by the Board of Trustees upon nomination by the President and is appointed by the Senate of Berlin for a term of ten years.

For more information and online contact options, please visit www.fu-berlin.de/en/einrichtungen/praesidium/ or contact the Department of Central Tasks of the Executive Board at Kaiserswerther Straße 16-18, 14195 Berlin, Telephone: +49 (0)30 838-731 60, email: Zentrale.Aufgaben@fu-berlin.de.

2.2 Academic Senate (AS)

The Academic Senate of Freie Universität Berlin is composed of 25 members, who are elected for two-year terms: 13 professors and four representatives each from the student body, the academic staff, and other staff. The President of the University leads the Academic Senate.

The AS passes resolutions on matters including university development and equipment plans and establishes basic principles applicable to instruction, studies, and research at the university. It determines the number of students admitted to the university each year. It also issues a position statement on the draft budget and participates in the establishment and elimination of courses of study. Every four years, the 61 members of the extended AS elect the President and Vice President of Freie Universität Berlin.

Any interested party is permitted to attend meetings of the AS as an observer. The dates, agendas, and minutes of previous meetings are published on the Internet at www.fu-berlin.de/en/einrichtungen/gremien/senat/

More information on the Academic Senate is also available on the Internet or at the office of the Academic Senate from Susanne Pehlgrimm, Kaiserswerther Straße 16-18, 14195 Berlin, Telephone: +49 (0)30 838-731 62, email: akademischer.senat@fu-berlin.de

For information on interdisciplinary elections, please contact the central Elections Office of Freie Universität Berlin, Administrative Office, Malteserstraße 74-100, Haus S, 12249 Berlin, Telephone: +49 (0)30 838-551 10, email: wahlrabe@zedat.fu-berlin.de.

2.3 Commissions

To support and advise the Executive Board and the Academic Senate, there are a number of permanent joint commissions:

- Teaching Commission
- Research Commission
- Library Commission
- Commission for the Promotion of Young Women Scholars
- Commission for the Allocation of Doctoral Grants
- Berlin Research Selection Commission

For more information, please see www.fu-berlin.de/en/einrichtungen/

2.4 Board of Trustees

The Board of Trustees (*Kuratorium*) is a central institution involved in the cooperation between the university, the state, and society at large. Its responsibilities include determining the budget

for Freie Universität Berlin, establishing, modifying, and eliminating organizational units, and handling fundamentally and/or particularly important affairs of state that have been assigned to Freie Universität Berlin. The Board of Trustees advises the Executive Board and the other central bodies on decisions, sets schedules of fees, and elects the Director of Administration and Finance (*Kanzler*).

The Board of Trustees is made up of ten members: six members unaffiliated with the university (prominent figures from political, social, and business life) and one representative each from the faculty, academic staff, other staff, and student body of Freie Universität Berlin.

There are currently two Boards of Trustees at Freie Universität Berlin: One Board of Trustees existing within the scope of the trial clause stipulated by the Berlin Higher Education Act (*Hochschulgesetz*), and the “old” Board of Trustees, which has been suspended. The meetings of the Board of Trustees are not open to the public. More information is available online at www.fu-berlin.de/en/einrichtungen/gremien/kuratorium/ or from the Office of the Board of Trustees, Sylvia Thie, Kaiserswerther Straße 16-18, Telephone: +49 (0)30 838–731 62, email: kuratorium@fu-berlin.de.

2.5 Administration of the Departments

Each of the Departments of Freie Universität Berlin is headed by its own governing board (*Fachbereichsrat*) and Office of the Dean (*Dekanat*).

The Office of the Dean is in charge of the Department. The Office of the Dean includes the Dean, who leads the office, along with a maximum of two holders of the position of Vice Dean (*Prodekan*) and the Administrative Director (*Verwaltungsleiter*). The Dean and at least one Vice Dean are required to be university instructors.

The Office of the Dean works to ensure that the members of the Department properly fulfill their job-related duties, particularly their obligations to instruct students and to hold examinations. It handles the Department’s ongoing staff and administrative matters, drafts the budget, and makes hiring and dismissal proposals.

The Department Councils, or their equivalents, the Institute Councils of the Central Institutes, are responsible in particular for establishing rules and regulations and for making structural changes within the Department or Central Institute, respectively, approving its budget, passing resolutions on proposed appointments, and making decisions as to postdoctoral university instruction qualification programs (*Habilitation*). The members of the Department or Central Institute Council are elected for two-year terms by the eligible FU members of the respective Department or Central Institute. These councils typically have 13 members (or, for a large variety of subjects, 19), seven (ten) of them members of the faculty, two (three) of them members of the academic staff, two (three) of them students, and two (three) of them other staff members.

For more information, please contact the Administrative Directors of the Departments or visit <http://www.fu-berlin.de/en/einrichtungen/fachbereiche/>

2.6 Advising and Counseling Bodies/Interest Groups

The employee representatives of Freie Universität Berlin are the representatives elected to represent the interests of the people employed at the university.

2.6.1 Gender Equality Officers and Women's Representatives

The main task of the gender equality officers and women's representatives consists of ensuring that women have the equal opportunity required by the German constitution within the university, or of establishing equal opportunity for women if it is not already present, and of eliminating existing disadvantages suffered by women affiliated with the university. These officers and representatives advise and support the university administration and the other bodies and institutions of the university on all issues related to women and take suggestions and complaints from employees of Freie Universität.

Chief Gender Equality Officer:

Mechthild Koreuber,

Rudeloffweg 25/27, 14195 Berlin

Telephone: +49 (0)30 838-542 59

email: frauenbeauftragte@fu-berlin.de

The addresses and phone numbers of the subsidiary gender equality officers and women's representatives of the individual departments, central services and central institutes, university library, and central university administration can be obtained from the chief gender equality officer or from the administration of the respective division.

2.6.2 Representatives for Employees with Disabilities

Division Representative for Employees with Disabilities: Dahlem

Mr. André Lefeber

Office Building: Rudeloffweg 25/27,

14195 Berlin, Room 15

Telephone: +49 (0)30 838-540 80

email: schwbdva@zedat.fu-berlin.de

Division Representative for Employees with Disabilities: Botanic Garden and Botanical Museum

Mr. Tom Maak

Office Building: Am Fichteberg 17,

12165 Berlin

Telephone: +49 (0)30 838-502 56

2.6.3 Psychosocial Counseling

If you experience social, professional, and/or personal problems that affect your work, the university social worker, Dipl.-Päd. Birgit Mathiske, offers counseling, assistance, and support for employees of the Dahlen division and of the Botanic Garden and Botanical Museum Central Service. For example, you can obtain counseling for issues concerning how to cope with difficult work situations, compatibility of work and family life, reintegration into the work process after a period of illness, dealing with habit-forming substances and dependence, and in emergency and crisis situations. These discussions are held in confidence.

Ms. Mathiske can be reached at Tel.: +49 (0)30 838-543 83 or email at birgit.mathiske@fu-berlin.de or sozberat@zedat.fu-berlin.de.

2.6.4 Staff Councils

The Staff Councils (*Personalräte*) represent the interests of the staff of Freie Universität Berlin, provide information on new developments at Freie Universität Berlin and in the Higher Education Act (*Hochschulgesetz*), and dispense advice on all matters concerning working conditions and the rights and obligations of the employees of Freie Universität Berlin whom they represent. The Staff Council of Student Assistants is elected once per year.

Staff Council: Dahlem

Office Building: Rudeloffweg 25/27, 14195 Berlin
Telephone: +49 (0)30 838-527 54 / -536 54, Fax: 838-547 90
email: prd@zedat.fu-berlin.de
Internet: www.fu-berlin.de/prd/

Staff Council: Student Assistants

Office Building: Rudeloffweg 25/27, 14195 Berlin
Telephone: +49 (0)30 838-541 11, Fax: +49 (0)30 838-547 90
email: prstudb@zedat.fu-berlin.de
Internet: www.fu-berlin.de/prstudb/

Staff Council: Botanic Garden and Botanical Museum

Office Building: Königin-Luise-Straße 6-8,
14195 Berlin
Telephone: +49 (0)30 838-502 34
email: prb@bgbm.org

The Staff Council for the entire Freie Universität is responsible for handling interdivisional matters. It is not superior to the local Staff Councils.

Staff Council: Entire Freie Universität

Königin-Luise-Straße 6-8, 14191 Berlin

Office Building: Am Fichteberg 17, 12165 Berlin

Telephone: +49 (0)30 838-550 12, Fax: +49 (0)30 838-550 14

email: gpr@zedat.fu-berlin.de

Internet: www.cms.fu-berlin.de/gpr/ .

2.6.5 Data Security Representative

Should you have any questions on data security, please contact the

Official Data Security Representative
of Freie Universität Berlin – Dahlem Division

Ingrid Pahlen-Brandt

Königin-Luise-Straße 27

14195 Berlin

Telephone: +49 (0)30 838-536 36

Fax: +49 (0)30 838-512 94

email: pahlen@zedat.fu-berlin.de

or visit the Data Security Representative's homepage at www.datenschutz.fu-berlin.de/dahlem/
for more information.

2.6.6 Family Support Office

The Family Support Office (*Familienbüro*) of Freie Universität was established on October 1, 2007, to serve as a central point of contact and coordination for all family-related matters. Its job is to advise all members of the university community (including all employees and students) regarding the compatibility of work or studies and family life and to provide them with support in the form of specific assistance and provision of offers for services. The range of services offered by the Family Support Office is aimed equally at members of the Freie Universität community who are responsible for taking care of children and at those who have assumed responsibility for other family members who require care.

In addition to individual advising and counseling on balancing work or studies and family life, the Family Support Office also cooperates with the various divisions, departments, and institutions at Freie Universität, advising and supporting them in aligning their actions to accommodate families (from family-appropriate organization of courses of study to family-friendly work hours and even setting up and improving nursing and changing rooms for infants). The Family Support Office is open to suggestions and complaints concerning issues of compatibility between university and family life.

Family Support Office employees:

Dr. Sünne Andresen, Claudia Günther, Claudia Dorn (Secretary)

Family Support Office address:

Rudeloffweg 25-27, Room 104, 14195 Berlin

Telephone: +49 (0)30 838-511 37, Fax: +49 (0)30 838-545 25

URL: www.fu-berlin.de/familienbuero/

email: familienbuero@fu-berlin.de

3 Getting Started at Freie Universität Berlin

3.1 Your Contacts at the Personnel Office

Hiring decisions, agreements on classification of employees, and all measures relating to labor or employment law are handled by the Personnel Offices with jurisdiction: Subdivision I A or Subdivision I B. The employees of these subdivisions are your points of contact for all questions concerning your employment at Freie Universität Berlin:

Subdivision I A	Personnel Office for Civil Servants, Academic Employees and Guest Professors, severance pay, moving expenses, business travel expense accounts, and business travel matters that are fundamentally important Manager: Regina Adolphs Telephone: +49 (0)30 838-533 04, email: zuvrefia@fu-berlin.de
Subdivision I B	Personnel Office for Employees, Wage Earners and Student Assistants Manager: Günther Hauer Telephone: +49 (0)30 838-533 21, email: guenther.hauer@fu-berlin.de

Department supervisors and division managers are not authorized to make decisions with respect to employment or staffing law or to make promises with binding legal effects.

Memoranda published by the Personnel Office of Freie Universität Berlin are available from your Department administration or on the Internet at www.fu-berlin.de/service/zuvdocs/fu-rundschreiben/

3.2 Collective Agreements and Other Agreements

Effective as of August 1, 2004, the Collective Agreement on Application of Collective Agreements for Public Service (*Tarifvertrag zur Anwendung von Tarifverträgen des öffentlichen Dienstes*, abbreviated Anwendungs-TV Freie Universität Berlin) applies to all employees of Freie Universität Berlin. For details of this collective agreement, please see FU personnel memos Nos. 5 dated July 7, 2004 and 1 dated January 8, 2007, both of which you received when you were hired. If you do not have these documents, you can review the FU personnel memos at the offices of your department administration or office administration or access them online at www.fu-berlin.de/service/zuvdocs/personal/2004/pbo52004.pdf and www.fu-berlin.de/service/zuvdocs/personal/2007/pb_012007.pdf, respectively.

The terms and conditions of your employment will be set out in a written employment contract. Please sign your employment contract at the appropriate personnel office before you start work. Civil servants are appointed in line with the provisions of law and do not receive employment contracts.

Before the beginning of your service or employment, all areas of doubt should be clarified, and the Personnel Office should have all of the hiring documents that have been requested. This applies in particular to those documents that form the basis for payment of earnings, including your current wage tax card (*Lohnsteuerkarte*) or substitute certification, certificate of membership in a health insurance plan, statement concerning the local or family supplement (*Orts- oder Familienzuschlag*), etc.

If your position should change over your time at Freie Universität, your assignment to perform different duties, with a different value, is deemed binding if the appropriate Personnel Office has issued a determination to that effect.

Please note:

Your claims under your employment will lapse if they are not asserted **in writing** by the employee or the employer within an exclusion period of six months after such claims fall due.

Contracts for work and services and teaching assignments are issued by the appropriate organizational units (Departments, Central Institutes, etc.) directly.

3.3 Quickly Finding a Place to Live: The Housing Office

If you are new to Berlin and need to find a place to stay, the housing service of Freie Universität is happy to help you. It assists employees of Freie Universität as well as invited academic guests in finding vacant furnished or unfurnished rooms and apartments.

In addition, the Housing Office (*Wohnungsamt*) has two guesthouses of its own where people affiliated with Freie Universität and academic guests invited by them can be accommodated for a fixed period of time (accommodations are limited).

Employees of Freie Universität Berlin who have an apartment or a room for rent can also contact the Housing Office.

Address:

Housing Office and Guesthouses
of Freie Universität Berlin
Garystraße 69
14195 Berlin
Telephone: +49 (0)30 838-525 96
Fax: +49 (0)30 832 9843
email: gaeste@fu-berlin.de.

3.4 Compensation for Moving Expenses/Severance Pay

Newly appointed university professors who do not have their usual residence in Berlin or the surrounding area will receive from the appropriate personnel office, upon their appointment as uni-

versity professors, a limited-term promise that compensation for moving expenses and severance pay will be granted. Settlement of moving expenses and payment of severance pay are handled by the appropriate departments within Subdivision I A of the central university administration; for contact people, please see page Section 3.1, “Your Contacts at the Personnel Office.”

3.5 Day Care Center

The day care center (*Kindertagesstätte*), which has been run by the student union since January 1, 2005, has 136 day care and preschool spaces for children between the ages of two months and approximately ten years. These spaces are primarily intended for children who have at least one parent or guardian who is a member of the Freie Universität community, whether as a student, university professor, or academic or non-academic employee.

Children of visiting professors, visiting instructors, or fellows of Freie Universität Berlin are given preference when placements are assigned. Their parents generally receive short notice of the university to which they are to be assigned and thus are unable to sign up in the long term for a place at a day care facility.

Tours of the day care center, consultations and meetings with the management during office hours, and observation visits during operating hours are permitted by appointment. For these types of questions, please contact Sylvia Engels:

Address:

Day Care Center
Königin-Luise-Straße 86,
14195 Berlin.

Telephone: +49 (0)30 838-537 00 /-537 99,

Fax: +49 (0)30 831 8169,

email: sengels@studentenwerk-berlin.de

Internet: www.studentenwerk-berlin.de/en/bub/kita/ or www.studentenwerk-berlin.de/en/bub/kita/kita_an_der_fu/

Office Hours: Tuesdays, 1:00 to 3:00 p.m., or by appointment made by phone

Opening Hours:

When courses are in session:

Mon., Tues., Thurs., Fri. 7:30 a.m. – 6:30 p.m.

Wed. 7:30 a.m. – 5:00 p.m.
(staff meeting)

During lecture-free periods:

Mon., Tues., Thurs., Fri. 8:00 a.m. – 5:30 p.m.

Wed. 8:00 a.m. – 5:00 p.m.
(staff meeting)

3.6 Child Benefits

As an employee of Freie Universität Berlin, you are a public servant. Therefore, child benefits (*Kindergeld*, a tax allowance) are paid through the Family Benefits Office (*Familienkasse*), which is your Personnel Office at the same time. Please note that the Personnel Office, in its role as Family Benefits Office, also represents a tax authority and as such is bound by the laws and procedures set for the tax authorities by the revenue administration (*Steuerverwaltung*).

The Family Benefits Offices of each respective Employment Office (*Arbeitsamt*) that has local jurisdiction are responsible for assessing and paying child benefits to employees who work under private employment contracts.

The same applies to employees who are citizens of a country that is a member of the EU or European Economic Area (EEA), or of another contracting state, even if the whole family lives in the Federal Republic of Germany.

4 Arrival and Getting Your Bearings

4.1 Where do I find people at Freie Universität Berlin?

You can find the names and contact information of the faculty and staff of Freie Universität Berlin in the course catalog and in the telephone directories, which are available for use at the administrative offices and Department administration offices.

The website of Freie Universität at www.fu-berlin.de/en/ also contains an online directory. In the page navigation menu, you can click the “People” heading to open a search field where you can find the contact information for most of the people affiliated with Freie Universität. Please use the “New Entry” button to enter your information as soon as you have a telephone number and email address, to ensure that your colleagues at the university are able to reach you in turn.

4.2 Computer Setup / IT Services

The employees of Computing Services (*Zentraleinrichtung für Datenverarbeitung*, or ZEDAT) advise members of Freie Universität on setting up and using their work-related computers and provide the software they need. ZEDAT also offers a number of additional IT services – from backups to safeguarding important data to implementation of videoconferences – and holds regular training seminars on widely used computer programs. For details of their offerings and training schedules, please visit www.zedat.fu-berlin.de.

For questions on what ZEDAT does and the services it offers, or for specific problems, you can use the telephone hotline or contact ZEDAT by email (see Section 4.3, “Requesting an FU Account”). If your dialup configuration cannot be clarified by email or phone, if you have forgotten your password, or if you simply prefer direct personal contact, you may also visit the ZEDAT support center in person.

ZEDAT employees are available in Room **JK27/121a** (in the ZEDAT area at Habelschwerdter Allee 45) to answer questions during the following times:

Mon. – Fri.: 8:00 a.m. – 9:30 p.m.
Sat.: 8:00 a.m. – 5:30 p.m.

and in the months of March, August, and September:

Mon. – Fri.: 8:00 a.m. – 7:30 p.m.
Sat.: 8:00 a.m. – 1:30 p.m.

4.3 Requesting an FU Account

Every employee of the university needs an account in order to set up an email address and gain access to important IT systems at the university. Accounts are set up and administered by Computing Services (ZEDAT). You can access a request form to set up a new account at Freie Universität Berlin online at www.zedat.fu-berlin.de/Antragsformulare. These forms must be submitted to ZEDAT's user services division in person, with a valid government-issued photo ID.

If you have questions, please send an email to hilfe@zedat.fu-berlin.de or call the ZEDAT hotline at +49 (0)30 838-777 77. Wherever possible, please look for the information you need via other means beforehand (for example, by consulting the FAQ and "Tip 4 U" sections on the ZEDAT website).

The phone hotline is staffed at the following times:

Mon. – Fri.: 8:00 a.m. – 9:30 p.m.
Sat.: 8:00 a.m. – 5:30 p.m.

and in the months of March, August, and September:

Mon. – Fri.: 8:00 a.m. – 7:30 p.m.
Sat.: 8:00 a.m. – 1:30 p.m.

4.4 Telephone

Computing Services (ZEDAT) is also responsible for all matters having to do with telecommunications – from requesting your own phone to directory assistance.

The services, in detail:

Telecom Services Provided by ZEDAT		
Function	Internal	External
Main number (switchboard, information)	Phone: 111	(030) 838-1
Order processing Only via the Department administration, upon request; form available at www.zedat.fu-berlin.de/Antragsformulare#Telefonanschluss	Fax: 550 01	
Xpressions Voicebox for call forwarding (Voice mail function)	7991	
Service disruptions tk-service@fu-berlin.de	Phone: 53666 Fax: 55001	

For directory assistance and switchboard assistance, the employees of the central phone office are available to you from 7:30 a.m. to 6:00 p.m. (8:00 a.m. – 6:00 p.m. when courses are not in session).

Please use the existing infrastructure for information on phone numbers in Germany: Ask the central phone office rather than using costly commercial information services.

ZEDAT regularly places updated information online at www.fu-berlin.de/tk-service/. This is where you can receive information on topics including how to use the devices and/or the Xpressions Voicebox (digital voice mail). To ensure that you can be contacted optimally, we recommend that you set various different outgoing messages for your Voicebox or, if you are absent, that you have calls to your number forwarded to the person who is standing in for you.

Private Phone Calls

The fee units (*Gebühreneinheiten*) (GE) for local and long-distance calls are shown on the telephone display. Each GE currently costs € 0.06.

Sometimes it is impossible to avoid using your business phone for private calls. The following process currently applies to billing in these cases:

- **Before placing a private call, please dial “20” for an outside line (this number is needed to distinguish between job-related and private calls, regardless of whether an expense statement for private calls is prepared).**
- **After the call, please note the number of fee units used.**

Fee units for private calls are payable monthly. Please contact your department administration or office management for information on the fee unit payment process used in your division.

4.5 Sending and Receiving Mail

The mail rooms of Freie Universität Berlin fall under Subdivision I D of the central university administration. They process incoming letters and parcels, stamp and send outgoing business mail, and distribute interoffice mail. Your office management will let you know where the outgoing mailboxes are located and in most cases will set up a separate mailbox for your incoming mail.

Within Freie Universität, letters between employees are sent via interoffice mail. If you would like to send mail within the university, please note “*per Fachpost*” on your letter or parcel so that the mail room responsible will be able to separate it from items shipped using other methods.

Interoffice mail is generally sent onward without being opened. To make certain it is not opened please mark any mail with confidential content as “*vertraulich*” (confidential) or “*persönlich*” (personal).

Please note: The mail rooms are obligated to send outgoing mail at the rate that is least expensive to Freie Universität Berlin, taking into account the shipping time in question. If you have urgent mail to send, please let us know – by phone is possible, if that is more convenient. The mail room employees are also happy to advise members of the university community on inexpensive postage rates and on the different appropriate shipping methods available.

The mail rooms are unable to handle packages weighing over 20 kilograms (approx. 44 lbs.). These kinds of packages can be sent only via private shipping services commissioned by the sender.

The mail rooms are unfortunately unable to process private mail. Use of letterhead of Freie Universität Berlin for private mailing purposes is not permitted.

For more information and rules on how to use interoffice mail, please see FU Memo No. V 03/03, dated March 5, 2003.

4.6 Missing Anything? Work and Office Supplies

Office Supplies

Work and office supplies such as printer paper, pens and pencils, writing pads, staplers, hole punchers, office chairs, etc., can easily be ordered online via the BIOS.FU purchase order system, the official e-commerce platform of Freie Universität Berlin.

To access the system's homepage, go to the URL <https://bios.fu-berlin.de>. After you log in, you can choose from an order list of the office supplies offered. You can also get information on registering for the BIOS system on this page.

The body responsible for the BIOS system is the Subdivision of Procurement Matters, I D, of the Central University Administration. The employees of this subdivision are happy to help you with any questions you may have on the ordering process. The procurement subdivision can be reached at Telephone: +49 (0)30 838-550 02 or online at <http://www.fu-berlin.de/en/einrichtungen/verwaltung/abt-1/ref-1d.html>.

A BIOS test system has been set up for training and testing purposes. All functions can be tried out and tested on this system. The only difference between it and the real system is that orders placed on the test system are not filled. You can find the BIOS test system online at https://bios.fu-berlin.de/warenwirtschaft/login_newuser.php.

Each semester, the Continuing Education Center (ZUV V C) holds continuing education courses on using BIOS.FU. If you need training, please register with the Continuing Education Center for a free training seminar. For more information on the program and the process, please call +49 (0)30 838 -514 25 or visit www.fu-berlin.de/weiterbildung/.

Printing Orders

You can have large-format posters and color laser prints, including bound documents, produced by the ZEDAT print service right from your own workstation. For information on how to do this, please visit www.zedat.fu-berlin.de/Print/. The print service can be reached by email at print-service@zedat.fu-berlin.de and by phone at +49 (0)30 838-542 14.

Note on the ordering process:

Please note that the only employees who are authorized to place orders paid for out of the budget are those who hold written budgetary authorization from the Director of Administration and Finance (*Kanzler*).

Assumption of a particular set of responsibilities, or a particular office, does not automatically mean that an employee is authorized to draw upon funding under the budget, to represent Freie Universität Berlin in financial matters, or to place orders (authorization to represent the university in legal transactions).

As a matter of principle, the budget of Freie Universität Berlin is unable to accommodate any payment of funds to cover invoices for orders placed by unauthorized persons. In these cases, the invoices in question will be returned to the parties responsible, who will be required to pay for them out of their own personal funds.

4.7 Borrowing University Equipment

Equipment owned by the university should generally remain on the premises of Freie Universität so that it is available to all employees. In certain exceptional cases, however, persons affiliated with the university are permitted to borrow equipment and remove it from the campus. These exceptions are subject to approval by the management of the organizational unit in question.

The Director of Administration and Finance (*Kanzler*) is responsible for deciding, as the official responsible for the budget, whether university equipment can be lent to third parties outside of the university. Please submit requests to this effect, with the reasons for the request and the appropriate documentation, to Subdivision I C of the Central University Administration.

4.8 Repairs/Lost Property/Theft

Please report any office supplies or equipment belonging to Freie Universität that have been damaged, lost, or stolen to your direct supervisor. The department administration or office management will generally handle the matter from then on.

If you lose your building or office key, please report it immediately as well. Issuance of keys is subject to rules that are published in FU Administrative Memo No. 7, dated May 28, 1982. You can also review these rules at the offices of your department administration or office management.

4.9 Private Property

For their own safety, employees should take care to ensure that aside from their own indispensable personal items, the only private property they bring with them to the university, use on university premises, and leave there outside of their work hours is property that directly serves for purposes of their work. Freie Universität Berlin is unable to assume consequential costs of damage or losses of these kinds of property unless there is a special written agreement between the employee and Freie Universität Berlin.

As a fundamental principle, collecting job-related data on private computers and restricting the university's access to this data is prohibited. For more detailed information, please see FU Memo No. 8/93, dated December 22, 1993, on the use of private PCs/workplace computers with peripheral devices at Freie Universität Berlin. You can review this memo at the offices of your department administration or office management.

4.10 Ordering Business Cards

Business cards can be ordered online via BIOS.FU. Please see Section 4.5, "Work and Office Supplies." Please use this ordering service and have your business cards printed by an experienced printing business to ensure that they present a standard image to external parties.

4.11 Job Ticket (*Firmenticket*)

Employees of Freie Universität Berlin are eligible for a reduced-price "Job Ticket" (*Firmenticket*) (discount is currently 5%) for the use of public transportation citywide. Unfortunately, the Job Ticket is no longer available for trainees or apprentices.

Applications for the Job Ticket can be submitted for the periods beginning

March 1, May 1, September 1, and December 1

of each year.

For more information on prices and application deadlines as well as application forms, please contact:

I 11 – Ms. Kasperkowitz, Tel.: +49 (0)30 838-526 60, manuela.kasperkowitz@fu-berlin.de

I 10 – Ms. Yousufzad, Tel.: +49 (0)30 838-530 96, ellen.yousufzad@fu-berlin.de

I 1 – Mr. Flister, Tel.: +49 (0)30 838-532 07, juergen.flister@fu-berlin.de

Fax: +49 (0)30 838-550 87

or visit www.fu-berlin.de/zuv/abt-1/service/jobticket/.

4.12 Occupational Health

4.12.1 Occupational Health Service (*Betriebsärztlicher Dienst*)

The Occupational Health Service (*Betriebsärztlicher Dienst*, or BÄD) is the university entity that deals with occupational health-related consulting and service for employees.

Its duties include:

- Advising the university administration, supervisors, and employees on occupational safety and health
- Advising and examining employees
- Performing special occupational health-related preventive examinations
- Providing medical advice on business travel
- Administering workplace-related preventive immunizations
- Determining the causes of work-related illness and occupational illness
- Cooperating in the hiring and employment of persons who merit particular protection and consideration (e.g., teenagers, pregnant and nursing mothers, and people with disabilities)
- Cooperating in organizing first aid measures
- Assisting in workplace reintegration or changes of position

The Occupational Health Service works together with the employee representatives, the representatives for employees with disabilities, the gender equality officers and women's representatives, the social workers and counselors, the safety officers, first responders, and other representatives of all of the university's divisions.

The Occupational Health Service is not subject to the authority of outside bodies with respect to its occupational health-related judgments and is subject without limitation to the principles of physician/patient confidentiality. It does not perform any examinations as a preferred medical provider of the employer for its employees (*personalärztliche, amtsärztliche, or vertrauensärztliche Untersuchungen*).

The Occupational Health Service is happy to advise you on issues of occupational safety and health.

Occupational Health Service
Königin-Luise-Straße 27
14195 Berlin
Telephone: +49 (0)30 838-566 78
Fax: +49 (0)30 838-565 84
email: betriebsarzt@fu-berlin.de

4.12.2 Occupational Safety Service (*Dienststelle für Arbeitssicherheit*, or DAS)

The Occupational Safety Service (*Dienststelle für Arbeitssicherheit*, or DAS) of Freie Universität Berlin advises and supports the university administration, supervisors, and employees on all matters concerning occupational safety and health and fire protection.

This includes workstation design, procurement of work supplies, and evaluation of working conditions and processes, as well as the preparation of risk analyses. The occupational safety officers regularly conduct inspections of all divisions of Freie Universität Berlin, notify the persons responsible of any deficiencies they identify, and suggest actions to take to eliminate these deficiencies. They analyze occupational accidents and make suggestions on how to avoid them.

In addition, the DAS regularly holds seminars, particularly on the German Ordinance on Hazardous and Biological Materials (*Gefahr- und Biostoffverordnung*), teaching first aid, and fire protection.

Every new employee must be trained by his or her direct supervisor when the employee starts work at Freie Universität Berlin. One particular aim of this training is to point out potential workplace hazards to new employees and inform them of the preventive measures that can be taken. This kind of training must be repeated at least once each year and employees are required to keep proof that they have received it.

Employees are obligated to comply with the safety requirements concerning their conduct as set out in the relevant legal regulations, accident prevention regulations, workplace rules and regulations, and operating instructions.

For current information on occupational safety as well as data sheets, sample operating instructions, checklists, rules and regulations on accident avoidance, etc., please contact:

Occupational Safety Service (DAS)

Königin-Luise-Straße 27

14195 Berlin

Telephone: +49 (0)30 838-544 95/96

Fax: +49 (0)30 838-544 98

email: das@zedat.fu-berlin.de

Internet: www.fu-berlin.de/sites/baas/

4.12.3 Healthy Foundation (*FUndament Gesundheit*)

The Office of Occupational Health Management (*Geschäftsstelle Betriebliches Gesundheitsmanagement*) (BGM) was established as part of the “Healthy Foundation” (*“FUndament Gesundheit”*) project. It coordinates the various measures and campaigns implemented in the field of promoting occupational health at Freie Universität Berlin.

The impetus behind the establishment of a long-term health management system was and remains a wide range of change processes taking place within the university, which demand that employees of Freie Universität Berlin demonstrate a high level of flexibility and ability to withstand strain. The measures aimed at promoting good health that the project has initiated are intended to contribute to supporting employees in their commitment and involvement and at the same time to helping them better cope with stress and strain.

The BGM Office offers information on the many offerings of Freie Universität Berlin in the context of occupational health management, connects those seeking assistance with the appropriate contacts, and helps university entities organize measures aimed at promoting good health.

For more information, please contact:

Office of Occupational Health Management

Rudeloffweg 24-27

14195 Berlin

Telephone: +49 (0)30 838-533 04/-537 11

Fax: +49 (0)30 838-565 48

email: bgm@fu-berlin.de

Intranet: www.fu-berlin.de/gesundheits/

5 Working at Freie Universität Berlin

5.1 Work Hours

According to the Service Agreement on the Continuation of Flex Time (*Dienstvereinbarung über die Weiterführung der gleitenden Arbeitszeit*) dated September 29, 2004, the following rules apply in the Dahlem division for those employees of Freie Universität Berlin who are represented by the Staff Council: Dahlem:

Flex time (*gleitende Arbeitszeit*) consists of core time (*Kernzeit*), during which the employees are fundamentally required to be at the workplace, and a flex component (*Gleitzeit*), during which the beginning and end of employees' daily work hours can be chosen freely.

Core Time:

Monday through Thursday	9:00 a.m. through 2:30 p.m.
Friday	9:00 a.m. through 12:00 p.m.

Flex Time (*Gleitzeit* or *Rahmenzeit*):

Monday through Friday	7:00 a.m. through 7:30 p.m.
-----------------------	-----------------------------

The average weekly work hours are currently as follows for the following groups of full-time employees, not including breaks:

- **Employees, wage earners under the West group of the collective agreement (*Tarifkreis West*): 36.57 hours**
(corresponds to average daily work hours, with breaks, of 7 hours, 49 min.)
- **Employees of the Department of Veterinary Medicine Central Location (*Standort Mitte*) – or those whose workplace is located in former East German territory (*Beitrittsgebiet*): 38 hours**
(corresponds to average daily work hours, with breaks, of 8 hours, 6 min.)
- **For civil servants (*Beamte*): 40.00 hours.**

For employees who are exempt from the work hours set out in the collective agreement, and for employees who work according to a shift schedule or other special service schedule, there are separate rules that are set out in those employees' employment contracts. Shift and service schedules are set by agreement with the local Staff Council responsible for the area in question.

Breaks

The following rules apply to breaks:

For daily work hours of up to 6 hours	none
For daily work hours of 6 to 9 hours	30 minutes
For daily work hours of more than 9 hours	45 minutes

The detailed rules on work hours and breaks have been published in Personnel Memo 10/2004 and can be accessed online at www.fu-berlin.de/service/zuvdocs/personal/2007/pb_012007.pdf.

For the Botanic Garden and Botanical Museum, there is a different service agreement with respect to work hours, which can be reviewed online at www.fu-berlin.de/zuv-abt1/DVGLAZ_BGBM.pdf or at the offices of the administrative management.

Pursuant to § 102 Para. 3 of the Berlin Higher Education Act (*Berliner Hochschulgesetz*, or BerlHG), full university professors and junior professors (university instructors) are not subject to the provisions on work hours. Their service obligations are governed by § 99 BerlHG. The appropriate employees of the Personnel Office will be happy to explain the details to you.

5.2 Overtime

Overtime is the term for hours of work performed, **upon a supervisor's instructions**, in excess of the regular work hours scheduled for the week. Because provisions applicable to civil servants, provisions of labor law, and/or budgetary regulations must be observed, overtime must be ordered in writing by the appropriate personnel office with jurisdiction. In the event that overtime is ordered, the appropriate employee representative may have a say in the decision (*Mitbestimmungsrecht*).

Supervisors who are requesting overtime for their employees should make sure to request overtime promptly when it becomes clear that they should expect additional work. These requests must indicate the number of hours and contain a statement of consent from the employee in question.

5.3 Vacation

For each year for which vacation is calculated (*Urlaubsjahr*, which is equivalent to the calendar year), employees of Freie Universität Berlin receive vacation time (*Erholungsurlaub*) for which they are paid vacation pay (*Urlaubsvergütung*). The provisions of the collective agreement, or the provisions stipulated by law, as the case may be, apply to the calculation and approval of vacation time, leave of absence (*Arbeitsbefreiung*), or special leave time (*Sonderurlaub*).

The amount of vacation time per year for which vacation is calculated (*Urlaubsjahr*) is as follows for civil servants, salaried employees, and wage earners whose weekly work hours amount to five days per calendar week:

	Up to age 30	From age 30 to age 40	Age 40 and over
<hr/>			
Salary Grades (<i>Besoldungsgruppen</i>)	Working days		
A 1 – A 14, C 1, R 1	26	29	30
A 15, R 2, C 2 and up	26	30	30
<hr/>			
	Up to age 30	From age 30 to age 40	Age 40 and over
<hr/>			
Compensation Groups (<i>Vergütungsgruppen</i>)			
I and I a	26	30	30
I b – X	26	29	30
<hr/>			
	Up to age 30	From age 30 to age 40	Age 40 and over
<hr/>			
In all Wage Groups (<i>Lohngruppen</i>)	26	29	30
<hr/>			

The amount of vacation for student assistants is 31 working days.

Academic staff with teaching duties are required to take their vacation when courses are not in session (during the *vorlesungsfreie Zeit*).

University instructors' vacation entitlements are deemed met by the periods when courses are not in session.

Vacation Requests

Vacation for the employees of the departments, central institutes, central services, and other organizational units must be approved by the respective supervisors or the head of the institution in question (for example, the managing director). Please request your vacation ahead of time: Employees are not permitted to take any vacation until their vacation requests have been approved. In case of doubt or questions, the appropriate personnel office will decide the matter.

All employees should submit requests for leave time for special reasons (*Sonderurlaub*), via their direct supervisors, to the department administration or office management, which will forward them to the appropriate personnel office.

In addition to the regular vacation granted, Freie Universität Berlin also gives you the option of taking up to four weeks' additional leave, offset against your earnings at Christmas time. For more information on this option, please see FU Administrative Memo No. 9/97, dated November 21, 1997, last amended by FU Memo No. 06/03, dated June 2, 2003, which you can review at the

offices of your department administration or office management. Your personnel office will also be happy to provide you with additional information.

5.4 Illness/Absence from Work

If you are ill or have suffered an illness or accident and are unable to go to work or to perform your duties as a result, please let your office management or, if there is no office management in your case, your direct supervisor know right away.

If an employee is unable to work for more than three calendar days, the employee is required to present a doctor's certificate (*ärztliches Attest*) to the above-mentioned institutions by no later than the next working day thereafter. Sundays and holidays also count as calendar days. Supervisors forward these doctor's certificates to the appropriate personnel offices. If the employee does not wish to send a doctor's certificate to his or her direct place of employment, he or she is also permitted to send it to the appropriate personnel office directly. In this case, please call your direct place of employment at the same time to notify them that you are unable to work and how long the situation is expected to last.

There must be doctor's certificates to cover the entire duration of your inability to work, without gaps. This also applies if the time limits for continued payment of salary (*Entgeltfortzahlung*) stipulated by law or the collective agreement have already expired.

Please note that specific groups of employees who perform regular services (*Dienstkräfte*) are not permitted to be absent from work except with the prior approval of their employer or direct supervisor. If the circumstances dictate that these parties' approval cannot be obtained beforehand, please request it immediately, meaning without any culpable delay, including by phone if applicable. In the case of unauthorized absence, not only do these employees forfeit their claim to pay, but they may be subject to additional disciplinary consequences, including with respect to their employment.

For more information on what to do in the case of an occupational or workplace accident, please see homepage of the Health and Occupational Safety Service at www.fu-berlin.de/baas/.

Illness during Vacation

If you are ill and unable to work as a result during your regular vacation, your illness will not be counted toward your vacation time if you present a doctor's certificate (*ärztliche Bescheinigung*) and report your illness right away. Your supervisor's prior approval is required if you wish to add the same number of days to your vacation.

If you are unable to work and the fault lies with a third party, please notify the appropriate personnel office right away so that the Personnel Office can assert claims for damages as warranted by the circumstances.

Sick Children

If an employee has a child who has not yet reached the age of 12 and that child is ill, the stipulations on payment of illness benefits (*Krankengeld*) pursuant to § 45 of the German Social Code (*Sozialgesetzbuch, SGB*) V apply to regular employees. Civil servants are permitted to request special leave in accordance with the Regulations on Special Leave (*Sonderurlaubsverordnung*). The department administration, the office management, or your personnel office can provide information on this.

5.4.1 Occupational Integration Management (*Betriebliches Eingliederungsmanagement, BEM*)

Pursuant to § 84 Paragraph 2 of the German Social Code (*Sozialgesetzbuch, SGB*) IX, Freie Universität Berlin is obligated to offer support in the form of occupational integration management (*betriebliches Eingliederungsmanagement*) to all employees who are or have been unable to work or perform services, during a single year, for an uninterrupted period of more than six weeks or for more than 42 calendar days over repeated instances within the same year.

A voluntary discussion should be held in order to discuss possible workplace-related reasons for the employee's inability to work or perform services, such as insufficient work materials, illness-causing working conditions, or excessive strain, and so that the employee and employer can agree upon measures to take to remedy the situation causing the illness. A follow-up discussion should be held to review the success of these measures.

For more information on BEM, please see the informational brochure on that topic, which you can find at www.fu-berlin.de/gesundheits/ or obtain from your department or institute administration or office management.

5.5 Libraries and Opening Hours

The university library and the department libraries together form a functional, cooperative, and user-oriented library system with a media inventory of eight million units (2.5 million of which are housed at the central university library). This inventory is available not only to members of the faculty, students, and interested with its many areas of members of the general public who are conducting academic work, but naturally also to all other people affiliated with Freie Universität Berlin. Much of the information offered in the information system (including electronic periodicals and access to more than 100 databases) is also available at your workplace or private workstation via Internet access.

University Library:

Garyastraße 39, 14195 Berlin

Internet: www.ub.fu-berlin.de/en/

Library information system of Freie Universität Berlin: <http://opac.fu-berlin.de>

Opening Hours:

Information Center (<i>Informationszentrum</i>):	Mon. – Fri.	9:00 a.m. – 7:00 p.m.
Circulation Desk (<i>Leihstelle</i>):	Mon. – Wed., Fri. Thurs.	10:00 a.m. – 6:00 p.m. 10:00 a.m. – 7:00 p.m.
Open Stacks (<i>Offenes Magazin</i>):	Mon. – Wed., Fri. Thurs.	10:00 a.m. – 5:45 p.m. 10:00 a.m. – 6:45 p.m.
Reading Rooms and Open Periodicals Collection (<i>Zeitschriftenfreihandmagazin</i>)	Mon. – Fri.	9:00 a.m. – 8:00 p.m.
UN and EU Documentation:	Mon. – Fri.	9:00 a.m. – 8:00 p.m.

For the addresses and opening hours of the subject area-specific libraries, please see the library information system, the library guide (*Bibliothekenführer*), or the course catalog.

The electronic offerings of the libraries of Freie Universität can also be found online. At the URL <http://digibib.fu-berlin.de>, the system provides direct, standardized access to electronic library catalogs, almost 500 databases, and nearly 16,000 electronic periodicals.

The university archive (*Universitätsarchiv*) accepts documents that are no longer required.

For more information, please contact:

Address: Boltzmannstraße 20
14195 Berlin
Contact: Dr. Birgit Rehse, Telephone: +49 (0)30 838-584 32
Telephone: +49 (0)30 838-532 37
Fax: +49 (0)30 838-534 99
email: archiv@fu-berlin.de

Internet: www.fu-berlin.de/en/einrichtungen/service/archiv/

5.6 Continuing Education

The Continuing Education Center (*Weiterbildungszentrum*) of Freie Universität Berlin offers a number of courses, seminars, and workshops each semester – from languages to office organization and even preventive occupational health topics.

The Continuing Education Center publishes a continuing education schedule (*Weiterbildungsprogramm*) for employees of Freie Universität each semester. For registration forms for the individual courses, please see your department administration, the office management, or the

Continuing Education Center itself. You can also access the schedule and the registration requirements online at www.fu-berlin.de/weiterbildung/.

If you need a specific type of continuing education for job-related reasons, but the kind of training you need is not offered, please contact the employees of the Continuing Education Center, who will be happy to accept your suggestions. Please feel free to call them at +49 (0)30 838-514 25 and +49 (0)30 838-514 58.

The Service Agreement on Continuing Education at Freie Universität Berlin (*Dienstvereinbarung zur Fortbildung an der Freien Universität Berlin*) entered into force on April 1, 2002. For more information on this agreement, please see FU Personnel Memo 2/2002, which you can obtain from your office management and/or department administration.

5.7 Proof of Teaching Activities

Pursuant to the Berlin Higher Education Act (*Berliner Hochschulgesetz*), professors and mid-level faculty members who have teaching assignments are obligated to devote part of their work to teaching. The scope of their teaching obligations is governed by the Regulations on Teaching Obligations at Institutions of Higher Learning (*Verordnung über die Lehrverpflichtung an Hochschulen*, abbreviated LVVO), in the version thereof currently in effect.

Academic staff with teaching assignments are obligated to prove each semester that they are fulfilling their teaching obligations. FU Administrative Memo 01/05, dated January 5, 2005, specifies the process used to provide this proof. You can obtain this memo from your Department administration or office management of your division or online at www.fu-berlin.de/service/zuvdocs/fu-rundschreiben/2005/V1-05.pdf.

Forms for proving your teaching activities are available online at www.fu-berlin.de/zuv-abt1/formulare.

5.8 Business Trips

If you wish to attend professionally relevant events outside of Berlin, hold a talk or give a presentation or lecture in another city, or take a trip outside of your regularly scheduled work for other job-related business, please submit a request for business travel (*Dienstreiseantrag*) ahead of time. We consider “job-related business” to include all tasks you are directly assigned to perform as part of your activities at Freie Universität Berlin. Submitting a request for business travel is important both so that your absence from work can be approved and because approval of these kinds of requests grants you accident insurance coverage.

Approval for business trips is given by your direct place of employment, which is also responsible for reimbursing travel fares or mileage. The terms and conditions, requirements, and forms that apply to requests for business travel and to statements of accounts for business travel are set out

in FU Administrative Memo No. 07/06, dated November 21, 2006. Like all memos, these documents are also available for your review at the offices of your department administration or office management. Memos and request forms for business travel are additionally available on the homepage of Freie Universität Berlin, at www.fu-berlin.de/zuv-abt1/formulare.

5.9 Secondary Activities and Employment

Secondary activities and employment (*Nebentätigkeit*) are generally subject to approval. Please note that the Personnel Office must grant its approval **before** you begin the secondary employment.

Please submit requests for approval to the Personnel Office via your direct place of employment (and, where applicable, the Office of the Dean). Approval is not possible if job-related interests would be adversely affected by the proposed secondary employment or activity. The obligation to report secondary employment and activities also extends to beginning courses of study or vocational apprenticeships (*Berufsausbildung*); the Personnel Office is the point of contact in these cases as well.

If you would like to make use of facilities, materials, and/or staff of the university as part of your secondary activity or employment, compensation for the use thereof (*Nutzungsentgelt*) is typically required. In some circumstances, employees who earn income from secondary employment or activities while holding public office may be required to surrender those earnings (*Ablieferungspflicht*).

For more information on the terms and conditions and requirements that apply, and on applying for and performing secondary activities and employment, please see FU Administrative Memo No. 07/02, dated January 3, 2002, which you can review at the offices of the appropriate office management or Department administration.

Request forms are available from your Department administration, office management, or as a PDF file from http://www.fu-berlin.de/zuv-abt1/formulare/personal/NT_Antrag.pdf.

5.10 Support for Research: External Funding and Academic and Scientific Awards

There are a number of different ways for academics and scientists to finance their research. Division VI of the Central University Administration advises and supports members of the academic staff and faculty of Freie Universität in selecting appropriate aid programs and institutions, helps them apply for external funding and carry out contractual negotiations, and provides information on suitable academic and scientific awards and the requirements to apply for them. Division VI sends out a monthly electronic newsletter containing information on current requests for applications and programs to promote research and the next generation of academic endeavors. You can subscribe to this newsletter at www.fu-berlin.de/forschung/foerderung/newsletter/.

The university also has its own program to support the next generation of scholars, focusing on advising on opportunities for aid: for graduates, by means of NaFöG (Act on Support of Developing Talent, *Nachwuchsförderungsgesetz*) stipends, general support and aid programs and foundations, the Ernst Reuter Prize, which the Ernst-Reuter-Gesellschaft der Freunde, Förderer & Ehemaligen der Freien Universität Berlin e.V. grants once annually to members of the next generation of scholars and scientists, and the Tiburtius Award, which is given by the institutions of higher learning in Berlin for dissertations. All of these opportunities can be discussed with the administrative office of Division VI.

Division VI is also where the administrative office of the Research Commission (*Forschungskommission*) is located (www.fu-berlin.de/en/einrichtungen/verwaltung/abt-6/6fk/). The Research Commission provides advice on recommendations for the establishment of interdisciplinary centers, provides initiative funding as seed money for acquisition of outside funding, and provides supplementary funding to honor approved DFG (German Research Association) programs (special research areas, research groups, research centers) as well as supporting ongoing projects.

In the context of promotion of research, research assignments and cooperative research arrangements with private enterprises are monitored from a legal point of view by the university's contract management division
<http://www.fu-berlin.de/forschung/service/vmanagement/>.

The SAP research database maintained by Div. VI serves both for purposes of internal administration of externally funded projects and for searches for individual inquiries and the university's reporting system. It offers information on the form and content of externally funded projects, both ongoing and completed, for all institutions and members of the faculty and depicts in interdisciplinary form all current research projects and research relationships within the framework of associated research and focuses and topics of research at Freie Universität. The research database is also available online, presenting the university's research profile for academics and researchers and interested members of the general public at the same time (<https://eforschung.ecampus.fu-berlin.de/dmv>).

For further information on the topic of promotion of research and the next generation of scholars and scientists, please visit www.fu-berlin.de/en/einrichtungen/verwaltung/abt-6/ and www.fu-berlin.de/en/forschung/service/ or contact Division VI of the Central University Administration directly at Kaiserswerther Straße 16-18, 14195 Berlin, Telephone: +49 (0)30 838-736 00 or email: abt6@zedat.fu-berlin.de.

5.11 e-Learning and Multimedia Teaching Support

New media and digital technologies offer a wide range of ways to supplement and optimize teaching at Freie Universität. The Center for Digital Systems (*Center for Digital Systems*, or CeDiS) represents Freie Universität's own competency center for e-learning and multimedia. It provides everyone involved in teaching with subject-specific advice on all issues having to do with e-learning and supports them with a number of services aimed at the use of new media and the

development of multimedia applications. The main task of the team, which is headed by Dr. Nicolas Apostolopoulos, is to work closely with the departments and institutions at the university in order to promote the spread of e-learning throughout Freie Universität. The center's view of e-learning embraces a "blended learning" concept in which classroom instruction is supplemented through online units or features.

The responsibilities of CeDiS also include providing technical and organizational support for the central learning platform Blackboard, which is available for online support of all courses held at the university and serves the university's own internal e-learning program. CeDiS also offers an array of different training seminars and qualification programs for instructors (and in some cases also for student assistants) having to do with the use of the central learning platform, creation of e-learning content, and use of e-learning and Web 2.0 applications in the instructional setting. An overview of all services offered by CeDiS in the area of e-learning, from training to consulting, is available online at www.e-learning.fu-berlin.de/en/service_support/.

5.12 Inventions, Patents, Licenses, Spinoffs

If you make inventions as part of your academic work at Freie Universität Berlin and those inventions are eligible for a patent application, the Patent and License Service (*Patent- und Lizenzservice*, or PULS) of Freie Universität will be happy to advise and support you during the application process.

On-the-job inventions

www.fu-berlin.de/forschung/service/patente/

If you make an invention as part of your service at the university, you are generally obligated to report it. The Patent and License Service of Freie Universität Berlin will be happy to support you in all invention matters.

Startup support

www.fu-berlin.de/forschung/service/patente/

Freie Universität Berlin focuses in particular on providing support for startup companies. For information and support, please consult *profund*.

5.13 Legal Support: Legal Office (*Rechtsamt*)

The Legal Office (*Rechtsamt*) advises and supports members of the Freie Universität Berlin community in matters of civil service law falling under the legal disciplines outlined below. The advice dispensed by the Legal Office does not include advice on legal matters of employment or labor law, including civil service law, or private legal matters.

Address: Kaiserswerther Straße 16 – 18
14195 Berlin
Contact: Hellmut-Johannes Lange, Telephone: +49 (0) 30 838-737 02
Secretarial office: Candy Drewitz
Telephone: +49 (0)30 838-737 02
Fax: +49 (0)30 838-737 40
email: rechtsamt@fu-berlin.de
Internet: www.fu-berlin.de/en/einrichtungen/praesidium/ra.html

Subdivision RA I

Regulations governing studies and examinations; legal issues concerning the organization of instruction, including access to modules and courses in new programs, particularly in the bachelor's and master's curricula; voting matters; legal matters relating to radiation protection and genetic engineering:

Stefan Nitschmann, Telephone: +49 (0)30 838-737 10
Secretarial office: Kristin Kape, Telephone: +49 (0)30 838-737 02

Regulatory functions for the implementation of the Genetic Engineering Act (*Gesetz zur Regelung der Gentechnik*, GenTG), Occupational Safety and Health Act (*Arbeitsschutzgesetz*, ArbSchG), Radiation Protection Act (*Strahlenschutzverordnung*, StrSchV), X-Ray Radiation Act (*Röntgenverordnung*, RöV);

Sabine Zmuda, Telephone: +49 (0)30 838-737 12

Regulatory functions, particularly for the implementation of the Narcotics Act (*Betäubungsmittelgesetz*, BtMG) and Precursors Control Act (*Grundstoffüberwachungsgesetz*, GÜG);

Marina Moritz, Telephone: +49 (0)30 838-737 15

Subdivision RA II

Civil law, contract law, legal assistance in examination matters in *Diplom-* or *Magister*-track curricula, law of undisturbed possession of property (*Hausrecht*), penal and criminal law, association law, data security law, IT law, e-learning, student body, equal opportunity matters:

Kerstin Dück, Telephone: +49 (0)30 838-737 21
Secretarial office: Martina Urbanski, Telephone: +49 (0)30 838-737 21

Administrative enforcement: libraries:

Martina Urbanski, Telephone: +49 (0)30 838-737 21
Marina Moritz, Telephone: +49 (0)30 838-737 15

Assistance in matters of parliamentary inquiries and petitions:

Candy Drewitz; Telephone: +49 (0)30 838-737 02

Assistance in matters of penal and criminal law:

Kristin Kape, Telephone: +49 (0)30 838-737 32

Subdivision RA III

Legal issues concerning admission to the university and university programs and access to modules, laws governing postdoctoral qualification for university instruction positions (*Habilitation*) and earning of doctorates, legal issues concerning the organization of instruction in *Diplom-* or *Magister-* or *Staatsexamen*-track curricula; legal monitoring, particularly of committee formation and appointment processes; library regulations and conditions of use; fee regulations and provisions on payment of compensation;

Silvia Seehagen, Telephone: +49 (0)30 838-737 32

Secretarial office: Kristin Kape, Telephone: +49 (0)30 838-737 32

Assistance in all matters handled by the subdivision:

Bernhard Fechner, Telephone: +49 (0)30 838-737 14

Civil law: dunning/collections;

Heike Klemisch, Telephone: +49 (0)30 838-737 22

5.14 Semester-long Sabbaticals/Stays Abroad

5.14.1 Semester-long Sabbaticals

Pursuant to the Berlin Higher Education Act (*Berliner Hochschulgesetz*, § 99 Para. 6 Clause 1), university professors should, at appropriate intervals, be given one semester's leave from their other job-related duties in order to carry out research projects or update their knowledge of professional practice. Professors continue to receive salary while on sabbatical.

This provision does not apply to mid-level (non-tenured) faculty.

The Dean makes all decisions concerning the granting of semester-long sabbaticals, taking into account the legal provisions that apply. For the requirements and conditions that apply to the granting of a semester-long sabbatical, please see FU Administrative Memo No. 1/93, dated January 28, 1993. You can also obtain additional information on semester-long sabbaticals from Subdivision 1 A of the Personnel Office at Tel. +49 (0)30 838-533 04.

5.14.2 Stays Abroad

Freie Universität Berlin also provides academic staff with various opportunities to pursue their work abroad for a certain period: for example, through interuniversity exchanges between faculty members, EU mobility programs such as Socrates, Erasmus, and Tempus, and “normal” semester-long sabbaticals spent abroad. Freie Universität Berlin currently maintains partnerships about 130 universities and academic institutions around the world.

For more information, please www.fu-berlin.de/en/zuv/abt-4/ or contact Division IV directly at Kaiserswerther Straße 16-18, 14195 Berlin, Telephone: +49 (0)30 838-734 00, email: international.office@fu-berlin.de.

5.15 Accepting Gifts

Employees of Freie Universität Berlin may not accept rewards, perquisites (“perks”), or gifts except with the consent of their employer. The rules governing these matters are set out in FU Administrative Memo 1/01, dated February 7, 2001, and your Department administration or office management will be happy to provide you with further information.

5.16 Retirement

On August 1, 2004, Freie Universität Berlin became a party to the Collective Agreement for Employees in Municipal Public Service (*Tarifvertrag für Arbeitnehmer/innen im kommunalen öffentlichen Dienst*, abbreviated TV-EUmw/VKA), dated February 18, 2003. Based on the provisions of this collective agreement, Freie Universität Berlin offers you the following options to accrue additional pension insurance by way of deferred compensation (*Entgeltumwandlung*):

- the products *VBLextra* or *VBLdynamik* offered by the *Versorgungsanstalt des Bundes und der Länder* and
- the implementation options of pension funds (*Unterstützungskasse*), pension plans (*Pensionskasse*), and direct insurance (*Direktversicherung*) through our service partner, *Verband Betriebliche Versorgungswerke für Unternehmen und Kommunen e. V. (BVUK)*.

Deferred compensation (*Entgeltumwandlung*) is an attractive form of pension plan available to you: You invest a specific amount monthly, but actually only spend a smaller portion of that amount. Contributions are tax-exempt (§ 3 No. 63 of the Income Tax Act (*Einkommensteuergesetz, EStG*)) and exempt from social insurance contributions, up to four percent of the respective contribution ceiling (*Beitragsbemessungsgrenze*) under statutory pension plans (*gesetzliche Rentenversicherung*).

On behalf of Freie Universität Berlin, the BVUK association offers informational events and individual consultations on the topics of pension funds, pension plans, and direct insurance. For information on the schedule of events, please contact the Billing Matters Working Group (*Arbeitsgruppe Abrechnungsangelegenheiten*) at the Division of Administration of Staff and Finances.

You can reach the appropriate contacts there at Tel. : +49 (0)30 838-540 77 and 522 75 or by fax at +49 (0)30 838-526 66 or email to Entgeltumwandlung@zuv.fu-berlin.de.

For more information on this topic, please see Personnel Memo 8/2004, Employer-sponsored Retirement Plans by Way of Deferred Compensation at the Versorgungsanstalt des Bundes und der Länder (VBL) (*Betriebliche Altersversorgung im Wege der Entgeltumwandlung bei der Versorgungsanstalt des Bundes und der Länder (VBL)*) at www.fu-berlin.de/service/zuvdocs/personal/2004/pbo82004.pdf

and Personnel Memo 02/2005, Employer-sponsored Retirement Plans by Way of Deferred Compensation through the Verband Betriebliche Versorgungswerke für Unternehmen und Kommunen e. V. (BVUK-Verband) (*Betriebliche Altersversorgung im Wege der Entgeltumwandlung über den Verband Betriebliche Versorgungswerke für Unternehmen und Kommunen e. V. (BVUK-Verband)*) at www.fu-berlin.de/service/zuvdocs/personal/2005/pbo22005.pdf.

5.17 Allowances (*Beihilfen*)

Under certain conditions, Freie Universität Berlin grants allowances, upon request, in the event of illness. When you were hired or appointed, you should have received a data sheet containing information on subjects including the requirements for the granting of an allowance. If not, or if you need further information, please see www.fu-berlin.de/zuv-abt1/formulare/beihilfe/

The Landesverwaltungsamt (State Administrative Office) of Berlin is responsible for processing your requests for the granting of an allowance or for reimbursement of expenses for a stay at a health resort (*Heilkur*) or in a convalescent or nursing facility (*Sanatorium*).

Please use the appropriate forms for requests to this effect. You can obtain these forms from your Personnel Office or download them from

www.berlin.de/landesverwaltungsamt/beihilfe/
www.berlin.de/imperia/md/content/landesverwaltungsamt/beihilfe/formulareundmerkblaetter/antr_lvwa_vb_1_online_beihilfe_antrag.pdf

Please send all applications, along with the necessary supporting documents, **via interoffice mail** to

Landesverwaltungsamt Berlin

- Abteilung VB B -
10702 Berlin

C - .

Or call the representatives at the business office at Tel. +49 (0)30 9012-5107, Room 2048.

Requests are accepted at the following times:

Mon., Wed., and Thurs. 8:30 a.m. to 2:00 p.m.
Tues. 2:00 to 5:00 p.m.

Office Hours

Mon. and Fri. 9:00 a.m. to 12:00 p.m.
Tues. 2:00 to 5:00 p.m.

Which representative is responsible for you is determined by the first few letters of your last name. You can reach the appropriate group managers at the following phone numbers during the above office hours:

Last Names Starting with	Ext.	Last Names Starting with	Ext.
A – GRD	5458/6323	LEK – SCHE	4089/4068
GRE – LEJ	6949/6907	SCHF – Z	5495/5478

You will receive the notice of whether you have been granted an allowance via interoffice mail to your place of employment at Freie Universität Berlin. Persons who are eligible for allowances (*Beihilfeberechtigten*) and cannot be reached at their places of employment (e.g., due to a longer period of leave or after the end of their employment) and emeritus professors receive these notices at their home addresses. In this case, when you submit the request, please make a note that your notice needs to be sent to your home address.

Trial period for new rules for urgent (*Eilt*) requests

The Landesverwaltungsamt (State Administrative Office) of Berlin has announced that effective immediately, it is instituting a trial period during which requests for allowances that meet the prerequisites set out below can be labeled “urgent” (*Eilt*) requests. As previously, requests labeled “urgent” will take precedence over all other requests and will be processed by the appropriate allowance office within ten working days after receipt. To this end, request forms must be clearly labeled “EILT” and “LAUFBAHN.” This will make it easier for processing employees to distinguish rush requests and give them preferential treatment.

Employees:

- Entry-level employees (*Beschäftigte des einfachen Dienstes*) and comparable employees and workers are permitted to label any permissible request (for at least 200 euros) “urgent.”
- Mid-level employees (*Beschäftigte des mittleren Dienstes*) and comparable employees and workers are permitted to label requests “urgent” if the sum invoiced in the bills attached to the request for the past two months exceeds the amount of 1300 euros.
- Upper mid-level and upper-level employees (*Beschäftigte des gehobenen und höheren Dienstes*) and comparable employees are permitted to label requests “urgent” if the sum invoiced in the bills attached to the request for the past two months exceeds the requesting party’s monthly gross income.

Beneficiaries (*Versorgungsempfänger/innen*):

- Beneficiaries / survivors of entry-level employees (*Beschäftigte des einfachen Dienstes*) are permitted to label any permissible request (for at least 200 euros) “urgent.”
- Beneficiaries / survivors of mid-level employees (*Beschäftigte des mittleren Dienstes*) are permitted to label requests “urgent” if the sum invoiced in the bills attached to the request for the past two months exceeds the amount of 910 euros for beneficiaries or 520 euros for survivors.
- Beneficiaries / survivors of upper mid-level and upper-level employees (*Beschäftigte des gehobenen und höheren Dienstes*) are permitted to label requests “urgent” if the sum invoiced in the bills attached to the request for the past two months exceeds the requesting party’s monthly gross income from benefits.

If requests are wrongfully labeled “urgent,” the notice as to whether the allowance is granted will contain a reprimand to the requesting party for the wrongful label, without any further consequences. If this occurs repeatedly, however, the State Administrative Office may stop processing the request and continue doing so subject to the regular processing times.

5.18 Employment References

Employment references are issued solely by the Personnel Office, in cooperation with the employee’s subject-specific supervisor at Freie Universität Berlin, and are not issued except by request.

Please note that the exclusion periods and time limits for lapse of claims also apply to employment references.

6 Presenting Achievements to Outside Parties

Freie Universität offers its employees various ways to present their research and teaching achievements to a broader audience, beyond the academic public:

- Personal websites
- Press and public relations
- Trade fair appearances
- Lange Nacht der Wissenschaften (Long Night of the Sciences)
- Events / Conferences
- Graphic design / multimedia applications / audiovisual productions

For all of these areas, the various divisions of Freie Universität offer advice and support.

One note in advance: When preparing publications – print products such as brochures, reports, flyers, and invitations and online publications such as websites – please observe the **corporate design** guidelines of Freie Universität Berlin. The guidelines and standards applicable to the design of communications materials of Freie Universität Berlin are available for review online at www.fu-berlin.de/cd. This website also has file templates for letterhead and fax cover sheets, PowerPoint presentations, and the official logo and seal of Freie Universität available for downloading. The Corporate Design Manual, which contains all the design rules along with samples, is also available from this site. In addition, the Center for Digital Systems (CeDiS) can assist you in preparing digital media and various presentation and communications materials for your public appearance, taking into account the corporate design of Freie Universität.

For more information on the standardized image of Freie Universität, please see the online resources or contact the media and design team at CeDiS directly at design@cedis.fu-berlin.de.

6.1 Personal Websites

Members (academic staff and faculty) of Freie Universität Berlin are permitted to set up their own websites to present their research and teaching. A central content management system (CMS) is available for these purposes. The Center for Digital Systems (CeDiS) operates the CMS and offers advice, support, and training regarding the system for the university's central and non-central divisions. Registration via the respective division (IT officer, Web officer) is required for employees to use the central CMS. For more detailed information, please contact the IT or Web officers of the individual divisions or the CMS service team at CeDiS at cms@cedis.fu-berlin.de, Internet: www.cedis.fu-berlin.de/en/cms

The Online Editorial Department is responsible for monitoring and developing the central website (www.fu-berlin.de). For more information on the central website, please contact the Web Officer (*Webverantwortliche*) of Freie Universität Berlin, Emanuel Koulouris, care of the Executive Board (*Präsidium*), Kaiserswerther Straße 16-18, 14195 Berlin, Tel.: (030) 838-73193, email: koulouris@praesidium.fu-berlin.de, Internet: <http://www.fu-berlin.de/en/presse/wir/>.

6.2 Press and Public Relations

The Office of News and Public Affairs (*Kommunikations- und Informationsstelle*) is your point of contact for press and public relations both within the university and for external audiences. With a broad spectrum of options, the Office of News and Public Affairs provides information on current developments in teaching and research at Freie Universität Berlin. It does so through press releases and Web reports and by organizing press conferences. The employees of the Office of News and Public Affairs provide advice and support for members of the Freie Universität community on all matters of communication regarding research and events. This is where you can go before meetings or conferences to obtain informational brochures such as “At a Glance – A Short Portrait of Freie Universität Berlin” or “Distinguished,” which addresses Freie Universität within the Excellence Initiative; the scientific magazine *fundiert*; and the materials in the *Tagesspiegel* supplement.

The expert service of the Office of News and Public Affairs also puts members of the media in touch with appropriate contacts from the academic and administrative sides of the university. Please let the Office of News and Public Affairs know your research priorities.

Office of News and Public Affairs
Director: Christa Beckmann
Kaiserswerther Straße 16–18
14195 Berlin

Telephone: +49 (0)30 838-73180
Fax: +49 (0)30 838-731 87

email: kommunikationsstelle@fu-berlin.de
Web: www.fu-berlin.de/en/presse/

6.3 Trade Fairs / Lange Nacht der Wissenschaften

The Lange Nacht der Wissenschaften (Long Night of the Sciences), which has been held annually since 2001, is an opportunity for Berlin’s institutions of higher education and a number of other academic institutions in Berlin and Potsdam to present themselves to the public. The aim is to get the broadest possible target audience excited about the world of academia and to bring home to a large audience just how important research is to society at large (www.fu-berlin.de/langenacht/). The Lange Nacht der Wissenschaften is centrally organized in Division VI; for comprehensive information on this event, please contact Mr. Wieland Weiß (VI-LNDW, Telephone: +49 (0)30 838-736 22, email: event@fu-berlin.de).

The Kinderuniversität (Children’s University) is also centrally organized in Division VI. About 50 lectures and participatory courses in the natural sciences and the humanities are held at Freie Universität over a one-week period, making Freie Universität’s children’s university event one of the largest of its kind in Germany: email: event@fu-berlin.de.

Freie Universität has made regular appearances at trade fairs since 1985. To date, Freie Universität has attended over 60 trade fairs, with more than 200 exhibitions showcasing the

research competency of individual working groups from various subject areas at the university (www.fu-berlin.de/forschung/transfer/messen/). For information on trade fairs, please contact Ms. Sonja Brinker, Telephone: +49 (0)30 838-736 56, email: sonja.brinker@fu-berlin.de, Haderslebener Straße 9, 12163 Berlin.

Dahlem Conferences

Freie Universität has held the Dahlem Conferences since 1990 (www.fu-berlin.de/veranstaltungen/dahlemkonferenzen/en). These interdisciplinary conferences are attended by leading figures in German and international scholarly and scientific circles, who discuss research topics from the natural sciences, life sciences, Earth sciences, social sciences, and the humanities. The results are then published in the Dahlem Workshop Reports. For more information, please call +49 (0)30 838-736 70 or contact dahlem@fu-berlin.de, Kaiserswerther Straße 16-18, 14195 Berlin.

6.4 Conference Advising

The conference advising team at Division IV / External Affairs advises members of Freie Universität Berlin who are organizing or co-organizing international meetings and/or conferences at Freie Universität or elsewhere in Berlin or the surrounding area – from small, subject-specific symposia to annual meetings of academic associations and even conferences with hundreds of attendees.

Specifically, the employees of the conference advising team provide assistance with choosing the best date, time, and venue for your meeting, finding guest accommodations, and preparing an overall financing plan. They provide conference materials and help with follow-up work such as printing reports or conference results and overall settlement of accounts for the projects.

More information is available online at www.fu-berlin.de/en/einrichtungen/verwaltung/abt-4/iva/beratung.html or from Sybill De Vito-Egerland, Central University Administration Division IV, Kaiserswerther Straße 16-18, Room 36a, 14195 Berlin, Telephone: +49 (0)30 838-566 06, Fax: +49 (0)30 838-734 49, email: congress@zedat.fu-berlin.de.

You can also obtain assistance with organizing stays for (foreign) delegations and groups of visitors from Division IV; contact: Christoph Gibian, Telephone: +49 (0)30 838-734 05, email: besucher@zedat.fu-berlin.de.

6.5 Graphic Design / Multimedia Applications / Audiovisual Productions

In addition to its main responsibilities – promoting e-learning at Freie Universität by providing advice and support in the use of new media and digital technologies for instructional purposes – the Center for Digital Systems (CeDiS) also performs a host of other activities in the fields of content management and websites, e-publishing, open access, and media design.

The media and design team at CeDiS handles assignments from departments and institutions at Freie Universität for design and production of digital media, multimedia applications, and print products – from graphic design to audiovisual productions. If what you want to do is record an event on video, have invitations or a brochure put together, design your website, or have audio recordings processed, you can find the right contacts for all your needs at CeDiS. For more information, including contact information, please visit www.cedis.fu-berlin.de/en/.

7 Free Time and After Work

7.1 Reception for New Appointees/Annual Meeting of New Professors

Freie Universität regularly holds receptions for newly appointed professors. At these receptions, the Executive Board (*Präsidium*) and the Central University Administration introduce themselves to the new members of the faculty. At the same time, the receptions serve as venues for new professors to network with their university.

7.2 Events at Freie Universität Berlin

Various events are held at Freie Universität practically every day. These events include not only the annual “Lange Nacht der Wissenschaften” (Long Night of the Sciences) and the matriculation ceremony welcoming new students (*Immatrikulationsfeier*) at the beginning of each winter semester, but also other events including academic symposia, conferences, exhibitions, readings, and roundtable discussions.

For currently scheduled events and links to more information, please see www.fu-berlin.de/en/veranstaltungen/. In addition, posters and flyers placed at central locations around Freie Universität – on billboards, signs, and bulletin boards in the Henry Ford Building, the central university buildings, the Executive Board offices, various libraries, the dining halls and cafeterias, and individual departments and institutions – also announce the events.

7.3 Dining Halls & Cafeterias

Name and Type	Address	Opening Hours
Mensa I (Dining Hall I)	Van ´t-Hoff-Straße 6 14195 Berlin	Mon. – Fri. 11:15 a.m. – 2:30 p.m.
Mensa II (Dining Hall II)	Thielallee/Otto-von-Simson-Straße 26 14195 Berlin	Mon. – Fri. 8:00 a.m. – 6:30 p.m. Lunch: 11:15 a.m. – 2:30 p.m.
Coffee Bar at Mensa II (Dining Hall II)	Thielallee/Otto-von-Simson-Straße 26 14195 Berlin	Mon. – Fri. 10:00 a.m. – 7:00 p.m. Sat. 10:00 a.m. – 5:00 p.m.

Department of Law Cafeteria	Van 't-Hoff-Straße 8 14195 Berlin	Mon. – Thurs. 8:30 a.m. – 6:30 p.m. Fri. 8:30 a.m. – 5:00 p.m. Sat. 10:00 a.m. – 3:00 p.m.
Department of Business and Economics Cafeteria	Garystraße 21 14195 Berlin	Mon. – Thurs. 8:30 a.m. – 5:00 p.m. Fri. 8:30 a.m. – 3:00 p.m.
Lankwitz Dining Hall and Cafeteria	Malteserstraße 74 12249 Berlin	Mon. – Fri. 8:00 a.m. – 3:30 p.m. Lunch 11:00 a.m. – 2:30 p.m.
Koserstraße Cafeteria	Koserstraße 20 14195 Berlin	Mon. – Thurs. 8:30 a.m. – 4:30 p.m. Fri. 8:30 a.m. – 4:00 p.m.
Herrenhaus Düppel Cafeteria	Oertzenweg 19 b 14163 Berlin	Mon. – Fri. 9:00 a.m. – 3:00 p.m.
Otto Suhr Institute Cafeteria	Ihnestraße 21, 4th Floor 14195 Berlin	Mon. – Fri. 8:30 a.m. – 3:30 p.m.
Pharmaceutical Institute Cafeteria	Königin-Luise-Straße 2 14195 Berlin	Mon. – Fri. 8:00 a.m. – 2:00 p.m.

During the lecture-free period (*Semesterferien*), the opening hours are reduced. For more information, including daily menus for the dining halls, please visit www.studentenwerk-berlin.de/en/mensen/01/.

7.4 Recreational Sports

The Center for Recreational Sports (*Zentraleinrichtung Hochschulsport*, or ZEH) offers an extensive sports program each semester. Employees of Freie Universität are entitled to register for sports and exercise programs at reduced prices. The center currently offers over 400 kinds of sports.

Participants can register in writing, in person, or online. Please note that participation in some courses is limited, so registering ahead of time is recommended for those programs in particular.

Center for Recreational Sports

Königin-Luise-Straße 47,
14195 Berlin
Telephone: +49 (0)30 838-553 320
Fax: +49 (0)30 838-530 70
email: zeh3@zedat.fu-berlin.de
URL: www.hs-sport.fu-berlin.de

Office Hours:

Mon.	12:30 – 3:30 p.m.
Tues., Wed., Fri.	8:30 – 11:30 a.m.
Thurs.	2:00 – 6:00 p.m.

When courses are not in session:

Mon. – Fri.	9:00 – 11:00 a.m.
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7.5 Outdoor Recreation

Viewed from the air, Dahlem, the location of the central campus of Freie Universität, resembles a well tended park. With its many areas of green space, the Steglitz-Zehlendorf district of Berlin offers a large number of nearby options for outdoor recreation, including the Botanic Garden of Freie Universität Berlin, which, with its more than 22,000 plant species and 43 hectares of space, is one of the most species-rich gardens in the world (more information is available online at www.botanischer-garten-berlin.de).

The campus itself, with its buildings from different decades, offers a number of historic points of interest. A short brochure, including suggested walking routes, is available from Division IV, Telephone: +49 (0)30 838-734 00.

A bit farther to the southwest (U3 U-Bahn line, Krumme Lanke station), the Krumme Lanke and Schlachtensee lakes invite you to take a dip or enjoy a stroll.

7.6 City Life and Night Life in Berlin

With its 135 theaters and three opera houses, 175 museums and collections, countless galleries, about 100 movie theaters, and over 5,500 restaurants and bars, Berlin offers something for everyone – and there's something new every day. Event information and information on living and working in and around Berlin is available from the Berlin daily newspapers, including the *Berliner Morgenpost*, *Berliner Zeitung* and *Der Tagesspiegel*, and from the city magazines *zitty* and *TIP* as well as online at www.berlin.de and www.berliner-adressen.de.

If you have comments and suggestions concerning the content of this informational publication, please contact Division I of the Central University Administration, Reference No. I.1, Telephone: + 49 (0)30 838-533 04, email: zuvref1a@zuv.fu-berlin.de.

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