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V skladu s Statutom Univerze v Ljubljani (Uradni list RS, št. 4/17, 56/17, 56/17, 14/18, 39/18, 57/18, 66/18, 10/19, 22/19, 36/19, 47/19) prof. dr. Igor Papič, rektor Univerze v Ljubljani, sprejemam naslednja

In accordance with the Statutes of the University of Ljubljana (Official Gazette of the Republic of Slovenia, Nos. 4/17, 56/17, 56/17, 14/18, 39/18, 57/18, 66/18, 10/19, 22/19, 36/19 and 47/19), Prof. Igor Papič, Rector of the University of Ljubljana, adopts the following

NAVODILA ZA DELO NA DOMU

GUIDELINES FOR WORK FROM HOME

1. člen

Article 1

Ta navodila določajo pogoje, postopek in način opravljanja dela na domu ter določitev pravic in obveznosti za opravljanje dela na domu.

These guidelines lay down the conditions and procedure for and manner of performing work from home and define the rights and obligations in performing work from home.

Skladno z 68. členom Zakona o delovnih razmerjih (Ur. l. RS, št. 21/13 in spremembe), se kot delo na domu šteje občasno opravljanje delovnih nalog na domu ali v prostorih po svoji izbiri, ki so izven delovnih prostorov delodajalca oziroma delo na daljavo, ki ga delavec opravlja z uporabo informacijske tehnologije (v nadaljevanju: delo na domu).

Pursuant to Article 68 of the Employment Relationships Act (Official Gazette of the Republic of Slovenia, No. 21/13 and amendments), work from home shall be deemed the performance of work tasks at the employee's home or at premises of their choice that are outside the employer's work premises or remote work performed by the employee using information technology (hereinafter: work from home).

Z delom na domu se v času veljave posebnih ukrepov, sprejetih s strani pristojnih državnih organov in/ali Univerze v Ljubljani (v nadaljevanju: UL), zagotavlja preprečevanje širjenja bolezni ob hkratnem zagotavljanju delovanja UL oz. se zaposlenim tudi v primeru, ko ne veljajo posebni ukrepi, omogoča lažje usklajevanje poklicnega in zasebnega življenja ob hkratnem zagotavljanju delovanja UL.

During the period of special measures taken by the state authorities and/or the University of Ljubljana (hereinafter: UL), work from home ensures the prevention of the spread of diseases while enabling the continuous operation of the UL. Even in the absence of special measures, work from home allows employees to better balance their work and personal lives while enabling the UL to operate.

2. člen

Article 2

Delo na domu se opravlja na podlagi pisnega soglasja delodajalca in se lahko dogovori v primerih, ko narava dela to dopušča in odsotnost delavca ne ovira organizacije dela ter če delavec z rezultati dela, vedenjem in kompetencami izkazuje, da je zmožen opravljati delo na domu. Delavec lahko delo na domu opravlja v primerih, ko z internimi akti ali navodili delodajalca ni določena obvezna prisotnost.

3. člen

Rektor /dekan odobri opravljanje dela na domu zaradi narave dela pedagoških delavcev, ko zaposleni izvajajo tiste oblike dela, ki ne zahtevajo obvezne prisotnosti na članici.

Rektor/dekan/glavni tajnik/tajnik (v nadaljevanju delodajalec) delavcu odobri opravljanje dela na domu v primerih:

1. Opravljanje dela na domu zaradi narave dela

Zaradi narave dela lahko delavec opravlja del svojih obveznosti tudi kot delo na domu. Delavec lahko delo na domu opravlja v primerih, ko z internimi akti ali navodili delodajalca ni določena obvezna prisotnost. Delavec mora opravljati delo v prostorih delodajalca v času udeležbe na sestankih, in drugih vnaprej določenih aktivnostih tudi ob dnevih, ko bi sicer opravljal delo na domu, če tako presodi delodajalec.

2. Opravljanje dela na domu zaradi potreb na strani delodajalca, ki nastanejo zaradi preprečevanja širjenja okužb v primeru epidemij

Če delodajalec zaradi organizacijskih, prostorskih in drugih potreb ne more organizirati delovnega procesa v skladu s priporočili NIJZ in varnostnimi priporočili drugih pristojnih organov, lahko:

- delavcu omogoči delo od doma oziroma
- delavcu odredi opravljanje dela na domu, v primeru, ko je delavcu odrejena karantena, za čas odrejene karantene. Delavec je dolžan nadrejenega o odrejeni karanteni nemudoma obvestiti po elektronski pošti ter spoštovati vsa navodila nadrejenega in pristojne epidemiološke službe.

Work from home is performed on the basis of the written consent of the employer and may be agreed to if the nature of the work allows it, if the absence of the employee does not hinder the organisation of work and if the employee demonstrates that they are able to work from home. The employee may work from home in cases where the employer's internal acts or guidelines do not stipulate mandatory presence of the employee.

Article 3

The rector/dean approves work from home based on the nature of the work of teaching staff where employees perform forms of work that do not require mandatory presence at a member institution.

The rector/dean/chief secretary/secretary shall authorise the employee to work from home in the following cases:

1. Work from home based on the nature of work

Based on the nature of their work, an employee may perform part of their work duties as work from home. The employee may work from home in cases where the employer's internal acts or guidelines do not stipulate mandatory presence of the employee. When participating in meetings and other scheduled activities, the employee shall perform work at the employer's premises even on days when they would otherwise work from home if the employer so decides.

2. Work from home based on obligations on the part of the employer arising from the need to prevent the spread of infections during an epidemic

If, due to organisational, spatial and other requirements, the employer is unable to organise the work process in accordance with the National Institute of Public Health recommendations and the safety recommendations of other authorities, they may:

- enable the employee to work from home or
- oblige the employee to perform work at home in the event that the employee has been ordered into quarantine, this for the duration of the quarantine. The employee shall be obliged to immediately notify by email their superior of having entered into quarantine

Delavec lahko predlaga opravljanje dela na domu tudi v drugih primerih, povezanih s preprečevanjem širjenja okužb.

3. Opravljanje dela na domu zaradi zdravstvenih razlogov na strani delavca

Delavec lahko poda pisno utemeljeno prošnjo, iz katere mora izhajati, da spada v rizično skupino oz. ima zdravstvene razloge, zaradi katerih mu delodajalec lahko omogoči delo od doma, skladno s priporočilom pooblaščenega zdravnika medicine dela oziroma na podlagi druge ustrezne zdravstvene dokumentacije.

4. Občasno opravljanje dela na domu zaradi usklajevanja poklicnega in zasebnega življenja

Delavec lahko zaradi lažjega usklajevanja poklicnega in zasebnega življenja svoje delo po pogodbi o zaposlitvi opravlja tudi kot delo na domu, in sicer največ 10 dni v mesecu. O predlogu za opravljanje dela na domu se delavec najprej dogovori s svojim nadrejenim in pridobi njegovo pisno soglasje. Nadrejeni poda soglasje, če oceni, da bo delavec delo na domu lahko opravljal kvalitetno in v predvidenih rokih ter če oceni, da opravljanje dela delavca na domu ne bo oviralo organizacije dela v posameznem mesecu. Pri tem nadrejeni zaradi zagotavljanja delovanja UL upošteva tudi druge odsotnosti delavca. Zaradi potreb delovnega procesa, ima nadrejeni pravico predlog delavca za delo na domu zavrniti oziroma ga naknadno preklicati. Opravljanje dela na domu iz razloga usklajevanja poklicnega in zasebnega življenja ne sme omejevati delavčeve zmožnosti udeležbe na sestankih ali drugih delovnih obveznosti, ki so lahko izvedene samo ob fizični prisotnosti delavca.

4. člen

Delodajalec zagotavlja varnost in zdravje delavcev pri delu na domu. Za ta namen je dolžan delavec pred pričetkom dela izpolniti Obrazec za preverjanje pogojev za delo na domu, ki je priloga k tem navodilom. Delo na domu se odobri le delavcu, ki ima predhodno zagotovljene ustrezne pogoje za delo na domu (dostop do računalniških sistemov na daljavo, zvočna povezava, urejenost delovnega mesta skladno s predpisi s področja varnosti in zdravja pri delu, itd.).

and to follow all their instructions, as well as those of the epidemiological service.

The employee may also propose working from home in other cases related to the prevention of the spread of infections.

3. Work from home based on health reasons on the part of the employee

The employee may submit a written request clearly stating that they belong to a risk group or have health reasons for which they may be eligible to work from home, pursuant to the recommendation of an authorised doctor or based on other relevant medical records.

4. Occasional work from home for the purpose of allowing employees to balance their work and personal lives

In order to allow employees to better balance their work and personal lives, an employee may perform their work as work from home for a maximum of 10 days a month. The employee shall submit the request to work from home first to their superior and obtain their written consent. The superior shall give their consent if they assess that the employee will be able to perform work from home at the requisite level of quality and by the envisaged deadlines and if they assess that the employee's performance of work from home will not hinder the organisation of work in a given month. In order to ensure the functioning of the UL, the superior shall also take into account any other absences of the employee. Based on the requirements of the work process, the superior shall have the right to reject the employee's request for work from home or subsequently cancel it. Work from home for the purpose of allowing employees to balance their work and personal lives shall not restrict an employee's ability to attend meetings or perform other work duties that require their physical presence.

Article 4

The employer shall ensure the safety and health of employees working from home. To this end, the employee shall be obliged to complete the verification checklist for work from home annexed to these guidelines before they begin working from home. A request to work from home shall be approved only for an employee who has previously ensured suitable conditions for work from home (remote access to computer systems, an audio link, a workplace in

Po preveritvi izpolnjevanja ustreznih delovnih pogojev s strani pooblaščenega osebe delodajalca se predlog za opravljanje dela na domu posreduje v kadrovske službo. V predlogu delavec navede prostorske in komunikacijske pogoje za opravljanje dela na domu z vidika zagotavljanja zdravja in varnosti pri delu in možnosti komunikacije z delodajalcem.

Delodajalec pred začetkom dela na domu obvesti inšpektorat za delo.

V primeru, ko obstaja zato zakonska podlaga, je delavec dolžan omogočiti vstop v prostore, v katerih izvajajo delo na domu, inšpektorju za delo in požarni inšpekciji in pooblaščenim osebam delodajalca, ki skrbijo za varstvo pri delu, po predhodni pisni najavi.

5. člen

Delavec mora v primeru dela na domu poskrbeti za pravilno evidenco delovnega časa. V ta namen je dolžan v potrditev nadrejenemu oddati ustrezen zahtevek, s katerim se beleži njegov delovni čas.

Na dan, ko zaposleni dela na domu, mora biti v času obvezne prisotnosti dosegljiv po vseh komunikacijskih kanalih (e-mail, telefon, aplikacije, ki omogočajo videokonferenčne klice, in podobno). V tem času ne sme imeti nastavljenega odzivnika. Preostali delovni čas si razporeja sam. Pri tem si mora delovni čas, odmori in počitek razporejati tako, da upošteva minimalne standarde, ki mu še zagotavljajo varnost in zdravje pri delu.

Delavec mora o opravljenem delu na domu podati pisno poročilo o opravljenem delu ali druga dokazila o doseženih rezultatih dela.

6. člen

Delodajalec zagotovi dostop do službene elektronske pošte in drugih delov informacijskega sistema ter omogoči varno povezavo v informacijski sistem delodajalca.

accordance with the occupational health and safety regulations, etc.).

After the verification of the working conditions carried out by an expert authorised by the employer, the request to work from home shall be sent to the human resources department. In their request, the employee shall specify the spatial and communication conditions for performing work from home in terms of ensuring occupational health and safety and the possibility of communication with the employer.

Before the commencement of work from home, the employer shall notify the Labour Inspectorate.

The employee shall be obliged to enable the labour inspector, the fire inspector, and the occupational health and safety expert authorised by the employer to access the premises where they perform work from home, this with written prior notice and provided there is a legal basis for doing so.

Article 5

An employee working from home shall keep an accurate record of working hours. To this end, they shall submit an appropriate request for recording their working hours to their superior for approval.

On any day when the employee works from home, they shall be available through all channels of communication (email, telephone, videoconferencing applications, etc.) during the hours of their mandatory presence. During this time, the employee must not use an automated response. The remaining working hours shall be organised by the employees themselves. Working hours, breaks and rests must be allocated such that they comply with the minimum standards that ensure occupational health and safety.

An employee working from home shall submit a written report on the work completed or other evidence of achieved work results.

Article 6

The employer shall provide employees with access to a work email and other parts of the information system and shall provide for a secure connection to the employer's information system.

Dostop do interneta, ki je pogoj za povezavo v informacijski sistem ter za dostop do elektronske pošte, zagotovi delavec sam. Če delavec nima službenega telefona, zagotovi tudi ustrezno zvočno povezavo (zasebni telefon ali mikrofona za komunikacijo preko komunikacijskih kanalov, ki jih uporablja delodajalec).

Za delo na domu mora delavec uporabljati službeni računalnik. Dostop v informacijski sistem delodajalca je dovoljen samo s službenim računalnikom.

Ne glede na navedeno sme zaposleni izjemoma, za čas, ko mu delodajalec ne more zagotoviti službenih informacijsko komunikacijskih sredstev za delo na domu, dostopati v informacijski sistem delodajalca tudi iz zasebnega računalnika zaradi opravljanja delovnih obveznosti, vendar le pod naslednjimi pogoji, :

- na podlagi predhodnega pisnega dovoljenja rektorja, glavnega tajnika, dekana ali tajnika članice,
- informacijsko-komunikacijska sredstva morajo biti pred uporabo in med uporabo preverjena glede prisotnosti virusov, škodljive ter nezaželene programske kode in vsebine, kar predhodno potrdijo odgovorne osebe za delovanje informacijskega okolja UL oziroma posamezne članice,
- odgovorne osebe za delovanje informacijskega okolja UL oziroma posamezne članice namestijo, na podlagi izdanega dovoljenja, potrebno programsko opremo ter morebitne spremembe ali odvzeme pripadajočih na zasebnih informacijsko-komunikacijskih sredstvih, namenjenih službeni uporabi.

Zasebnih informacijsko-komunikacijskih sredstev se ne sme vključevati v domeno UL, kar pomeni, da se te opreme ne sme upravljati enako kot opremo UL, zaposleni pa še vedno lahko z zasebno opremo dostopa do poslovnih sistemov npr.: ŠIS, GC, Sharepoint, SAP Fiori ipd.

Delodajalec delavcu plača nadomestilo za uporabo lastnih sredstev za delo na domu, v primerih in v višini, kot je določena z vsakokrat veljavnimi akti in navodili UL.

Delavec, ki dela na domu, mora zagotoviti varovanje vseh podatkov in dokumentov v skladu z zakoni ter splošnimi akti delodajalca. Prav tako mora zagotavljati ustrezno hrambo listinske dokumentacije, povezane z

Internet access, which is required to connect to the information system and access email, shall be provided by the employee themselves. If the employee does not have a work telephone, they shall provide an adequate audio connection (their personal telephone or a microphone for communicating via the channels used by the employer).

The employee must use a work computer when working from home. Access to the employer's information system shall only be granted via the work computer.

Notwithstanding the above, the employee may exceptionally, for the time when the employer cannot provide them with IT tools required to work from home, access the employer's information system from a personal computer in order to perform work duties, but only under the following conditions:

- if they have written permission from the member institution's rector, chief secretary, dean or secretary;
- if the IT tools are free of viruses and malicious and unwanted code and content before and during use, which is verified by the experts responsible for the IT environment at the UL or a member institution;
- on the basis of an issued permit, the experts responsible for the IT environment at the UL or a member institution shall install the necessary software and perform any required modifications or uninstallations on personal IT tools intended for work use.

Personal IT tools shall not be included in the UL domain, which means that this equipment should not be managed in the same way as UL equipment, although the employee may still use their personal equipment to access business systems such as ŠIS, GC, Sharepoint and SAP Fiori.

The employer shall pay the employee compensation for the use of own equipment for working from home in cases and in the amount determined by the applicable UL acts and guidelines.

An employee working from home shall ensure that all data and documents are protected in accordance with the relevant laws and the employer's general bylaws. They shall also ensure that hard copies of documents

delom, ki bo preprečevala uničenje ali dostop tretjih oseb do dokumentov.

connected with work are stored in such a way as to prevent them from being destroyed or accessed by third parties.

Delavec, ki dela na domu, mora delodajalcu sporočiti vsako spremembo, ki bi lahko vplivala na organizacijo in pogoje za opravljanje dela na domu.

An employee working from home shall report to the employer any change that could affect the organisation of and conditions for work from home.

7. člen

Article 7

Članica lahko z internimi navodili podrobneje določi pogoje, postopek in način dogovora dela na domu.

The member institution may use internal guidelines to specify the conditions and procedure for and manner of arranging work from home.

8. člen

Article 8

Ta navodila začnejo veljati po sprejemu in objavi na spletni strani Univerze v Ljubljani. Z dnem pričetka veljave teh navodil prenehajo veljati Navodila za občasno delo na daljavo na podlagi dogovora z dne 20. 10. 2020

These guidelines shall enter into force on the day they are adopted and published on the website of the University of Ljubljana. The Guidelines for Occasional Remote Work on the Basis of an Agreement of 20 October 2020 shall cease to be valid on the day these guidelines enter into force.

Prof. dr. Igor Papič
Rektor UL

Prof. Igor Papič
Rector of the UL

Priloga:

- Navodila delodajalca za varno opravljanje dela na domu
- Obrazec za preverjanje pogojev za delo na domu

Appendix:

- Employer's guidelines on working safely from home
- Verification checklist for work from home