

Information around PITZ shift work and on-call duty

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Shift work/on-call duty at PITZ – Summary

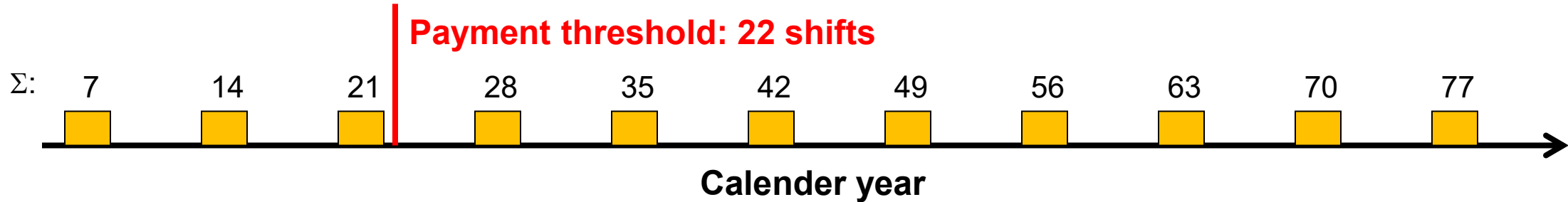
Handout; is on PITZ wiki website; part 1: shift work

- Shifts are usually performed on 7 consecutive days. Normal distribution is a sequence of early, late and night shifts; alternatively, a shift type can be performed for all 7 days. Shift work on weekends is compensated by non-work shifts. These should be taken as soon as possible, in any case within 3 months; exceptions must be justified. This will be communicated as early as possible by indicating the weekend shift and the compensation day by e-mail to Frank Stephan, Anne Oppelt and Mikhail Krasilnikov.
- The operating shift plan will be announced no later than 4 weeks before it comes into effect, but may be changed at short notice for operational reasons. The employees' vacation wishes will be taken into account as far as possible on the basis of a previously drawn up vacation plan (PITZ calendar or e-mail). The exchange of shifts or the insertion of additional shifts on a voluntary basis is basically possible.
- Shifts may be cancelled for operational reasons, but shall be deemed to have been performed if the cancellation is made less than 85 hours before the start of the cancelled shift.
- A lump-sum for rotating shifts is paid if a minimum of 22 shifts were performed in one calendar year (then 5 lump-sums). For all shifts that exceed the 22 necessary shifts, a lump-sum is paid per 7 shifts (maximum 12 lump-sums per year). If you start shift work during the year, the minimum number of shifts to be performed is reduced proportionally, but at least 7 shifts must be performed for a lump-sum to be paid.

Payment of lump-sums

General payments for extra working hours (shift transition, “Schichtabsicherung”) and shift work

- Assuming 7-shift blocks always; ~1 shift block per month:



- Payment of lump-sums starts after 22 shifts with 5 payments
- Afterwards: lump-sum payment is released when reaching next threshold: 29,36...
- Maximum of 12 payments is reached with 71 shifts (77 complete)
- Starting during the year: Initial threshold is reduced, e.g. to 11 shifts when starting in July (minimum threshold is 7 shifts)
- Payment of lump-sum includes 7 days of “Schichtabsicherung” (SAB) per 3-month period

Shift work/on-call duty at PITZ – Summary

Handout; is on PITZ wiki website; part 2: on-call

- On-call duty begins on working days from Monday to Friday at 15:00 and on weekends and holidays at 7:00. They end at 7:00 on the following day. On-call duty plans are created together with the operating shift plans on a long-term basis.
- No on-call duty may be performed during vacation.
- On-call services can be cancelled for operational reasons, but are deemed to have been provided if the cancellation is made after the on-call service to be provided has started. For on-call duty on weekends and public holidays, the special rule applies that on-call duty is deemed to have been performed if it has not been cancelled by 15:00 on the preceding working day.
- Anyone who is on on-call duty must always be reachable by telephone (on-call mobile phone is provided by DESY) and must be able to appear at the workplace within 90 minutes if necessary.
- As a rule, shift workers should not be assigned to on-call duty on the same day. Exceptions to this, however, are on-call duty, which requires special knowledge of the processes in the shifts of the current day, such as in particular Responsible Physicist and Radiation Protection Officer (SSB). If an employee has two on-call duties on the same day, this is paid for like a simple on-call duty.

Add-ons from Regelungsabrede and GBV

These are agreements between DESY and the works councils

- Necessary to get paid: **side contract** with DESY
- Payments additional to lump-sums:
 - Extra amount for working on **Sundays, holidays, nights**
 - Night working hours at DESY: 9pm to 6am
 - → 7h per night shift, 3h per late shift (Formal rule for shift hours: 8.5h including shift transition – 0.5h break after 6 h work demanded by working time law)
- Payments for **actual work during on-call**:
 - 2 categories: work at home; work at DESY
 - Has to be **documented on schedule in control room**
 - Is paid on hourly basis (including travel time)
- Additional vacation days
 - 1 day for each 2 consecutive months of shift work (lump-sum payment) → **max. 6 per year**. Max. 35 days/year (36 if you are older than 50) together with standard vacation days
 - Appears as extra category in **GO vacation portal**
- Additional free days
 - Difference between **shift weeks (40h work in 5 days)** and normal working hours (39h per week)
 - At least 39 shifts = 1 extra free day
 - Communicate via **email** like compensation days
 - Have to be taken latest in the following year!
- Transition from shift work to standard hours: **11h break by law**
 - Working day after night shift: take compensation day (presence at work cannot be ordered)