



## **Information and Support for Managers and Employees on the Current Care and Home-Schooling Requirements for Families**

Employees who care for children or dependent relatives currently face particularly difficult challenges. Managers and employees of Universität Hamburg who find themselves in that situation have access to a range of support services. All institutions mentioned here will be happy to advise you on any questions you may have. Do not hesitate to contact them even if your particular concern is not obviously relevant to the services offered.

### **HR Services—Department of Human Resources**

HR services provides advice on all questions regarding your employment relationship. This also includes the new regulations on the extension of child sickness benefits. Information and contact details for [HR Services](#) are listed in the Staff Service Portal.

### **Family Office—Equal Opportunity Unit**

The Family Office advises employees and managers on balancing their professional and private life and helps them find flexible solutions during the current situation. The [website of the Family Office](#) continually publishes and updates helpful information about striking the right balance between work and family life, working from home, home-schooling your children, and childcare during the pandemic. Under “current news,” the Family Office regularly provides up-to-date information on new laws governing family life during the coronavirus pandemic.

### **HR Development**

HR Development offers online seminars about specific topics relating to the current situation; it provides skills training and workshops with a focus on leadership and cooperation, team support measures, and digital formats facilitating social and professional exchange among colleagues. See the Staff Service Portal and the regular newsletter for information about all [services offered by HR Development](#).

### **Conflict Prevention and Resolution Unit**

Communication is a major challenge when leading and collaborating at a distance. Our conflict prevention and resolution service helps you find communication channels and habits that can help prevent conflict. Besides confidential video and telephone consultations, it offers brief, digital workshops on a regular basis. See the Staff Service Portal and the regular newsletter for information about all [conflict prevention and resolution services](#).

### **Personal counseling, addiction prevention, sexualized discrimination**

The counseling service offers personal and confidential consultations by telephone or video conference to all employees and managers who are concerned about a colleague or require help in a difficult situation at home or work. It also functions as a point of contact for people experiencing domestic violence. For information about the personal counseling and addiction prevention service, see the Staff Service Portal and the service's regular newsletter.

### **Equal opportunity representative for technical, administrative and library staff**

The equal opportunity representatives promote equality among technical, administrative, and library staff. They provide advice on equality issues for men and women and balancing work and family life. In the current situation, they are also available to answer individual questions, for example, on your work-life balance while working from home or on site.