



**Joint Rector's and Chancellor's Instructions No. 1/2021. (III. 05.)**

**On home office work and duty service arrangements**

Pursuant to the rules communicated – but not yet announced in a legal regulation – by the Government, and having regard to the provisions set out in Joint Rector's and Chancellor's Instructions No. 7/2020. (III. 24.), the following shall be ordered in respect of work and duty service arrangements at Óbuda University as from 8 March 2021 until countermanded:

1. Following consultation with the head of the organizational unit, public employees raising children below 14 years of age, those over 60 years of age, and those at risk in terms of health status shall perform their duties in a home office arrangement to the extent possible, during ordinary working hours as specified in their appointment.
2. Work to be performed by public employees outside the scope of section 1 shall be organized in a duty service schedule by the head of the organizational unit. The head of the organizational unit shall be obligated to forward the duty service schedule(s) broken down by organizational unit to the Rector and to the Chancellor, respectively. Duty service schedules are required to be produced one week in advance.
3. The provisions of Joint Rector's and Chancellor's Instructions currently in effect, setting out the measures introduced in view of the emergency situation are required to be strictly adhered to.
4. Individual assessment by the supervisor may be made necessary in connection with the performance of certain duties.
5. No home office work may be ordered in technical service provider and auxiliary staff positions; in their case, performance of such duties shall be organized by the head of the relevant organizational unit.
6. Simultaneously with the entry into effect of these instructions, Joint Rector's and Chancellor's Instructions No. 15/2020 (VII.08.) on the rules of ordering home office work schedule shall be abrogated.
7. These instructions shall enter into effect on 08 March 2021 and shall be valid until countermanded.

Sgd.:

Prof. Dr. Levente Kovács  
*Rector*

Gabriella Ormándi  
*Chancellor*