



TU Dresden, Unit 9.4, 01062 Dresden

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Occupational Integration Management
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Email: bem@mailbox.tu-dresden.de

«Address of person entitled to BEM»

Date: Month Date, Year

Invitation to participate in Occupational Integration Management (BEM)

«Salutation»

The Integration Team would like to invite you to participate in Occupational Integration Management (German: *Betriebliches Eingliederungsmanagement*, or BEM for short), and offer you our support in doing so. You have come to our attention because, according to the data available to us, you are/were on continuous or repeated sick leave for more than six weeks within the past twelve months.

Our objectives

We will work with you (accompanied by someone you trust, if desired) and the Integration Team to develop suggestions for improving your health at work. We also welcome your ideas and suggestions so that you can continue to make a valuable contribution to TUD Dresden University of Technology. Your express consent is required for any subsequent implementation of measures.

The Integration Team

The Integration Team comprises representatives of the employer, a Representative of the Personnel Representation Council and, if applicable, a Representative of Employees with Disabilities (SBV). The employer and employee representatives are equal partners in the process.

Additional stakeholders

The inclusion of additional stakeholders requires your express approval. Our occupational health and safety specialists are available to provide expert opinions and ideas on workplace design and equipment to promote health. Getting in contact with the Integration Offices and Integration Service also opens up opportunities for additional support outside of the workplace. You have the option of enlisting a person you trust, e.g. a family member, to participate in the BEM process. Should you wish to do so, we kindly request you indicate this when scheduling your appointment.

Postal address (in general)
TUD Dresden
01062 Dresden

Visitor address
Nürnberger Str. 31A
01187 Dresden

Tax number
(Germany)
203/149/02549

Bank details
Commerzbank AG,
Dresden Branch

Audit family-friendly university /
EMAS Environmental management

Postal address (BEM)
TUD Dresden
Unit 9.4 Health Services
Ms. Augustyniak – confidential
01062 Dresden

Accessible entrance
Via Bernhardstr.
Please book appointments
in advance at -37506
or -35625

VAT number
(international)
DE 188 369 991

IBAN
DE52 8504 0000 0800 4004 00
BIC
COBADEFF850



What data will I be required to disclose? What information will my area of employment be provided with?

It may be necessary for personal data (e.g. health data, information about your personal environment) to be subject to the BEM process in order to develop targeted proposals that will improve your health at work. You are free to choose which personal information you provide and which questions you answer. This is your BEM. You are in charge of determining the procedure.

The members of the Integration Team are subject to confidentiality. Your supervisor in your area of responsibility and Directorate Personnel will not receive any personal information. If third parties are invited to participate, you decide whether or not they are bound by confidentiality.

All personal data collected will be used exclusively for the purposes of BEM. Enclosed you will find information on how the BEM process works as well as information on our privacy policy.

Is BEM voluntary?

Participation in BEM is voluntary. You may opt out at any time. Occupational Integration Management is intended to identify workplace conditions that contribute to illness and to implement measures to prevent further sick leave or to help end an existing period of sick leave.

What happens next?

If you choose to participate in BEM, we will ask for your consent to initiate individualized case management, including consent to the collection, processing and use of personal or health-related data as part of BEM.

If you would like to participate in the BEM process, please respond using the enclosed letter of response by *Month Date, Year*. Of course, you may also request BEM of your own volition at a later date.

For more information on Occupational Integration Management, please visit the following webpage: www.tu-dresden.de/bem. On the website, you will also find the current Service Agreement between TU Dresden and the Personnel Representation Council from December 10, 2009 (Circular Letter D2/2/2010)

If you have any questions, the Occupational Health Services team, the Personnel Representation Council and the Occupational Health Services will be happy to help at any time.

Kind regards,

Maxi Paulus and Annett Schneider
Chairpersons of the Integration Team

Attachments:

- 1) Response to invitation to participate in Occupational Integration Management
- 2) Data protection declaration / Declaration of consent for implementing the BEM procedure