**Agreement on regular mobile work
in accordance with § 8 para. 2 of the Service agreement on mobile work**

Between TU Dresden and

title, last name, first name organizational unit

supervisor

the following is agreed in accordance with § 8 para. 2 of the Service agreement on mobile work:

# Duration

An agreement on regular mobile work with the employee is drawn up for the period

from to

# Working hours and workplace

The employee and the supervisor agree on on-site work in the office or mobile work as well as communication times and channels as follows 

standing rules alternative rules

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| --- | --- | --- | --- |
| Weekday | Place of work | Contact via | Communication times |
|  | office | mobile work | email | telephone | from | to |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |

* 1. The recording of working hours at the mobile place of work shall be carried out in accordance with TU Dresden's Service Agreement on Flexible Working Hours.

# Optional information relating to social or personal situation

1. **Workplace, occupational health and safety**

The employee shall observe the legal requirements regarding occupational health and safety.

# Work equipment (technology)

The employer shall provide the employee with the following work equipment in accordance with § 4 para. 1 of the Service Agreement on Mobile Work

# Data protection and information security

* 1. The protection of sensitive data using passwords or encryption shall be ensured by the employer and shall be implemented by the employee.
	2. The employer shall provide security software for anti-virus protection, etc.
	3. The employee shall ensure the protection of official documents when carrying out mobile work.
	4. Official documents and data carriers shall only be disposed of in the office.

# Modification of the agreement

Modifications and amendments to this agreement shall be made in writing.

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Place, Date

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Place, Date

Signature employee Signature supervisor