Ministry of Education and Science of the Russian Federation

Federal State Autonomous Educational Institution for Higher Education

Immanuel Kant Baltic Federal University

(IKBFU)

EXECUTIVE ORDER

\_\_\_\_\_\_\_\_ No.\_\_\_\_\_

Kaliningrad

On shifting to remote working and studying

In accordance with the Order of the Ministry of Science and Higher Education of the Russian Federation dated March 14, 2020 No. 397 "On the organization of educational activities in organizations implementing educational programs of higher education and corresponding additional professional programs, in the context of preventing the spread of a new coronavirus infection in the Russian Federation", on the basis of Articles 212, 312.1 of the Labor Code of the Russian Federation, taking into account the order of the rector of the IKBFU dated March 15, 2020 No. 162 “On the organization of educational activities at the IKBFU in the context of preventing the spread of a new coronavirus infection”, by the decision of the operational headquarters of the IKBFU of March 16, 2020 I order:

1. To shift the employees of the teaching staff of the IKBFU, with their consent and with the retention of the position and wages, to a remote working and teaching from March 17, 2020 until further notice.

2. To shift the scientists of the IKBFU, with their consent and with the retention of the position and wages, to a remote working from March 17, 2020 until further notice. To ensure the emote performance of scientific activities which do not include work on research equipment, minimizing the visits of the University buildings. In order to perform urgent obligations on external projects, preserve access of employees of scientific departments to research equipment. The heads of the scientific structural divisions of the University provide remote formats for team meetings.

3. For employees of the teaching staff, when switching to a remote working, establish the following features of the working and educational process: to work in accordance with an employment contract, when interacting with an employer, employees of the IKBFU and students on issues related to the working and/or educational process, use the Credit Score System (Credit Score System), the system of Learning Management Systems (LMS), public information and telecommunication networks, including the Internet.

Appendix No. 1 to this order; the modus of working time and rest time for a remote worker is established by him at his discretion.

4. When switching to a remote mode of operation, scientists should establish the following features of the mode of operation: to work in accordance with an employment contract when interacting with the employers, employees of the IKBFU and students on issues related to the working and/or educational process, use public information and telecommunication networks, including the Internet; the modus of working time and rest time for a remote worker is established by him at his discretion.

5. To conclude, by March 17, 2020, the additional agreements to labor contracts with employees of the teaching staff and scientists on the shifting to remote working (responsible – the head of the Personnel Service T.O. Ulakhovich).

6. In order to ensure safe conditions and labor protection, familiarize remote workers of the teaching staff and scientists with the requirements of labor protection when shifting to remote working (responsible – Chief Labor Protection Specialist of the Personnel Service A. G. Tereshko).

7. I reserve control over the execution of this order.

Interim Rector of the IKBFU I.Yu. Kuksa