

Works Agreement on Desk Sharing

Below, we would like to provide you with a template for a works agreement on the topic of desk sharing, which you may adapt to suit your individual needs.

Works Agreement “Desk Sharing”

between

represented by _____
(referred to as the “Employer”)

and

the Works Council of the model company,
represented by its Chairperson _____
(referred to as the “Works Council”)

Preamble

The Works Council and the Employer agree that desk sharing represents a modern form of work organisation which supports the flexibility of employees while also enabling more efficient use of company resources. Desk sharing can promote team collaboration while simultaneously optimising the utilisation of office space. In addition, this concept contributes to reducing resource consumption and therefore supports environmental protection.

The parties to this agreement agree that desk sharing is intended to promote the personal responsibility of employees. Employees shall work independently and autonomously, taking into account statutory and internal company regulations. The workload shall be organised in such a way that it can be completed within the contractually agreed working hours.

This works agreement establishes the basis for the technical and organisational requirements for desk sharing.

§ 1 Scope of Application

This works agreement applies to all employees of the company, excluding executive staff. Where the masculine form is used in this agreement, the provisions shall apply equally to all genders. The linguistic form is used solely for reasons of simplification and improved readability.

§ 2 Definition

1. Desk sharing means that employees do not have a permanently assigned workstation but instead share flexibly available workstations in the office as required.

2. This agreement does not apply to activities which, for operational or safety-related reasons, require a permanently assigned workstation.

§ 3 Framework Conditions for Desk Sharing

1. The decision as to which employees may use desk sharing lies with the Employer. This decision shall be made in accordance with this works agreement and at the Employer's reasonable discretion.
2. Employees may submit an application to use desk sharing after six months of employment. The Employer shall review the application, taking into account technical and organisational requirements as well as data protection considerations.

§ 4 Equipment

1. The Employer shall ensure that all workstations intended for desk sharing are equipped with appropriate technical equipment, such as laptops and monitors.
2. Each workstation shall be set up in such a way that it can be used by multiple employees without affecting the personal working environment of any individual.

§ 5 Use of Workstations

1. Employees may organise their working hours flexibly; however, they must comply with the company's core working hours.
2. When using desk sharing workstations, employees must ensure that personal items are removed at the end of the working day and that the workstation is left clean and tidy so that it is ready for the next user.
3. Fixed office days may be agreed in order to ensure team collaboration and the exchange of information.

§ 6 Data Protection

1. Employees are obliged to ensure the protection of personal and confidential data when using desk sharing.
2. No business-related data may be stored on private devices.

§ 7 Revocation

The Employer may revoke permission to use desk sharing with two weeks' notice to the end of a calendar month if operational reasons so require.

§ 8 Termination

This works agreement may be terminated with three months' notice to the end of a calendar quarter.

Place, Date

Managing Director

Chairperson of the Works Council