

Information Sheet

Occupational Integration Management | **BEM**

of the University of Göttingen

Prevention | *BEM shall help you*

- The Occupational Integration Management |BEM| shall help with integrating employees, who are or were sick over a longer period into the work process.
The **BEM's** goals are:
 - To overcome an incapacity to work and prevent a new one
 - To integrate employees according to their skills and capabilities
 - To obtain the position
 - To prevent diseases and disabilities by reducing burdens and health hazards at the workplace
- Section 167 para. 2(2) Social Code IX establishes BEM by law.
According to that, the employer is obliged to offer an occupational integration management to all employees, who were continuously or repeatedly incapable for more than six weeks within one year.
- BEM includes all measures that serve to deploy employees with health issues or disabilities permanently in a suitable position.

Voluntariness | *BEM is voluntary*

- BEM is optional for all employees.
- BEM can only be implemented with the employee's consent.
The employee can withdraw their consent at any time.

Support | *Who will support you with the BEM?*

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Other BEM Experts:

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Procedure | *When and how is BEM offered?*

- When fulfilling the legal provisions, employees will receive a written offer from the HR Department. You might receive it even though you are still incapable to work.
- The employee decides, whether to participate in the Occupational Integration Management or not and will then arrange an appointment for a first interview with the BEM officer Mrs Claudia Walliser.

First Interview | *What happens during the first interview?*

- The first interview is a confidential private conversation. The procedure will be explained and the personal situation will be discussed. Possible topics may be:
 - Questions of the employee regarding BEM
 - Do any performance impairments (temporary or permanent) exist?
 - Are there coherences between the employee's illness and the conditions at the workplace?
 - What are the goals and ideas of the employee?
 - Which steps could be useful?
- In case the employee decides to continue with the integration procedure and the implementation of specific measures, other internal and external experts can be included in the procedure.

The Integration Team | *How does the integration team get together?*

- The integration team gets together according to the individual needs and only with the consent of the employee. The team shall support the integration procedure.

If necessary and desired, the following persons can be a part of the integration team:

- The employee
- The BEM officer
- A member of the staff council or one of the young employee and trainee representation (JAV)
- A representative for severely disabled persons
- A member of the Occupational Medical Service
- The superior
- An equal opportunities officer
- A HR administrator
- A representative of a health insurance company, the integration office etc.
- Other persons, if necessary

Confidentiality | *How about data protection?*

- Information necessary for the BEM will used only for the purpose of the integration. All measures are carried out in accordance with the respectively valid data protection regulations.
- Content of private conversations are subject to confidentiality. Passing on information to third parties (e.g. superiors, Health Insurance Company, integration office) requires the consent of the employee.
- The employee has the right to view the collected data.

Transparency | *Where to find further information on the BEM?*

- Further information is provided on the website of the BEM, e.g. on the legal provisions: <http://www.uni-goettingen.de/en/520833.html>