Family-friendly PTB
Dear Colleagues,

With this brochure, we would like to give you an overview of the many ways that work and family life can be harmonized within the Physikalisch-Technische Bundesanstalt (PTB).

A special framework is needed to maintain the balance between our professional lives on the one hand and our family lives on the other. Actively arranging such a structure has long been practiced by PTB. We are, for example, a member of the Dual Career Network in southeastern Lower Saxony, which aims to support both partners in a relationship by promoting their professional development and, at the same time, helping them to lead a shared family life together. We are committed to making it quite natural for all of our colleagues to take advantage of the possibilities offered following agreement with their work teams. This has certainly made PTB an attractive employer.

Please use our Family Service Office! We would like to be your first contact point for any organizational questions about day care for your children or about caring for family members. Together we can find solutions or we can pass on the contact details and addresses of organizations which can give you more help.

Yours faithfully,

Your equal opportunity team
Birgit Behrens, Margitta Eltmann, Gabriele Binder
as well as Birgit Schmidt, your contact in the Family Service Office (FamilienServiceBüro)
PTB would like to support you in all matters relating to work and family life

PTB has set itself the goal of making working hours, workflows, managerial behavior, communication and staff development as family-friendly as possible. The idea of work and family life being compatible has therefore been incorporated into many measures. We would like to give concrete support to our colleagues in their daily lives with their children or with family members who are in need of care by offering the following services. We would also like to promote the equality of women.

Service for families
(The Family Service Office will give you advice on the following.)

- Day care facility “Die kleinen Murmeltiere” (The Little Marmots)
- Taking your child to work (rooming-in)
- Parent & child offices
- Quiet rooms or baby changing/nursing rooms
- Information about childcare in the school holidays
- Emergency telephone (run by the association “Lokales Bündnis für Familie, Braunschweig”)
- Information on care of family members and referring PTB staff to advisory centers

Working time

- Flexible working hours (flexitime)
- Variety of part-time models
- Possibility of doing telework

Information and communications policy

- Internal notifications
- Intranet
- PTB in-house information events
- Open Day and Girls’ Day/Boys’ Day

Management competence

- Guidelines for management and cooperation as well as management feedback
- One-day management meetings (Führungskräfetage)
- Management development
Staff development

- Staff development concept
- Advanced training, further professional qualifications (support in the form of giving staff time off, possibility of having costs covered)
- Vocational training in interesting careers

Health management

- Exercise and relaxation classes
- Workshops and information events on the subject of health
- Work counseling/social counseling/conflict counseling

Our Family Service Office
(FamilienServiceBüro)

Your contact in the Family Service Office
(FamilienServiceBüro)

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FamilienServiceBüro (in German)

Our Family Service Office is pleased to give you advice on all the family-friendly measures available at PTB, especially those involving childcare, caring for family members and general information for parents and families. Like a guide, we are pleased to help you find your way through the challenges of everyday family life. While doing so, we will show you PTB’s own services on the one hand, and on the other hand we will provide you with wide-ranging information and contacts at organizations that can give you more help. Please feel free to call us on +49 (0)531-592-9134 and arrange a personal appointment! Here are some of the things that we can help you with:
Childcare facility
“Die kleinen Murmeltiere”
(The Little Marmots)

The day care facility on PTB’s campus in Braunschweig has space for looking after 40 children from the age of eight months to those who are ready to start school. The charity “Johanniter-Unfallhilfe e. V.” supports the day care facility. From registration to collecting the parents’ fees, all the administrative tasks are undertaken by that one body. The cost of childcare is based on the payment rates which apply in the City of Braunschweig and depends on the level of income. Childcare is available for a whole working day of eight hours. If you need childcare at PTB or are interested in this facility, please contact the Family Service Office as soon as possible.

Taking your child to work (rooming-in)

The possibility of taking your child to work (rooming-in) has been introduced at PTB. This allows parents to take their children – from a baby up to a school-age child – to the office with them for one day (maximum three days) if the usual childcare arrangements are not available for some reason. Parent/child boxes with toys suitable for children of your child’s age are available and can be taken to your workplace. More information on the terms of use (Benutzungsordnung) and the exclusion of liability (Haftungsausschluss) can be found on the Intranet.

Parent & child offices

If your usual workplace is not a suitable place for looking after children, then special parent & child rooms are available both in Braunschweig and in Berlin. These are equipped with a computer for you to work at, as well as with an area for your child to play.
Quiet rooms or baby changing/nursing rooms

If you suddenly feel very ill, you can go and rest in one of our quiet rooms. They are also available to parents who want to change their baby’s diaper or for nursing purposes.

Cooperation with the day care facility the “Krümelkiste”

The “Krümelkiste e. V.” is located on the premises of the Johann Heinrich von Thünen Institute (TI) not far from PTB. This day care facility has full-time places for children of nursery and kindergarten age within a family-like group. It also offers holiday childcare programs for school children (6-12 years). For further information see: www.kruemelkiste-braunschweig.de, phone +49 (0)531-596-1288.

Further information

We are happy to pass on the contact details of other organizations which can support you regarding childcare and caring for family members – whether this be on a daily basis or even in an emergency. In the Family Service Office and on our Intranet pages, you will also find:

- Information on caring for family members
- Information material for expectant parents and employees on parental leave/staff taking leave to care for family members
- Brochures about the subject of “work and family life”
- Tips on childcare in the school holidays or help finding childcare
- Information on the emergency telephone for solving problems with day care arrangements (run by the association “Lokales Bündnis für Familie”)

Workplace health management

Workplace health management at PTB focuses on a series of measures to support you in maintaining and boosting your health and your well-being. In addition, workplace health management aims at creating healthy working conditions.
Our goal is to promote your health with measures that are holistic, ongoing and sustainable. These include health and fitness classes (exercise and relaxation), active lunch breaks, mobile massages as well as information events and seminars. Apart from this, you can join PTB sports groups which offer tennis, sailing, football and yoga in Braunschweig. At PTB’s site in Berlin, table tennis, gymnastics to balance out the effects of daily work and fitness training classes are available.
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