UNIVERSITY OF KONSTANZ
– Human Resources Division –

Guide
for new contracts and contract extensions

Only Human Resources can conclude employment contracts and give firm commitments regarding employment and salary brackets.

When to submit requests for employment (form AC 01)

Employment requests have to be filled in completely, signed, and submitted to Human Resources at least four weeks before the employment contract is to start. Only then can we process the request in time.

This is true for both academic staff and academic support staff.

We highly recommend submitting your request for hiring new academic support staff or the extension of their contracts six weeks before the employment contract is to start for the following reasons:
- The staff council must be involved ahead of time and it has up to three weeks to approve a request after receiving it from Human Resources.
- Employment contracts may start, at the earliest, one day after the staff council gives its approval.

If new academic support staff is hired, you will always need to provide a written explanation for selecting the new staff member.

The staff council also has the right to take part in job interviews for academic support staff, if desired. If a new staff member is to be hired, you will need to provide the staff council with relevant information about upcoming job interviews and other assessment measures, so that it is able to exercise its rights. This information includes the time and place of the interviews as well as the job title and number of applicants invited to interview for the position.

Staff members may not retroactively receive a contract/contract extension for their work, they are prohibited from working before the staff council gives its approval and/or without an employment contract.

Staff members who violate these regulations may be liable for damages if resulting claims are made against the University of Konstanz.

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