



University of Konstanz, 78457 Konstanz

**Human Resources**

Mr / Ms

Our reference: ../..  
Person in charge: XXXXXXXX XXXXXX

- on the premises -

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The German version of this document is the only *legally binding version*. This English translation is for your convenience only.

**Your employment as academic staff member at the University of Konstanz**  
**Your employment as academic staff member at the University of Konstanz**

Dear Ms ..... / Dear Mr .....

as requested,  
as requested by Professor.....  
and in agreement with the Faculty of.....and the Department of  
.....  
and in agreement with the Department of .....,  
the SFB .....and the Department of .....  
we will employ you from ..... until .....  
unlimited in time starting on .....  
as an academic staff member in the sub-research project  
"....."

with 50 % of the full regular weekly working hours, currently 19 hours and 45 minutes.

with 65 % of the full regular weekly working hours, currently 25 hours and 41 minutes.

with 75 % of the full regular weekly working hours, currently 29 hours and 38 minutes.

with 100 % of the full regular weekly working hours, currently 39 hours and 30 minutes.

with an average of .....regular weekly working hours and.....minutes

Your salary will correspond to pay scale ..... TV-L (salary scheme of the German Länder).

Your salary will correspond to pay scale ..... TV-L (salary scheme of the German Länder), level .....

To meet our staffing requirements, we grant you payment corresponding to the pay scale level one level above your actual pay scale level by paying you a revocable monthly extra-sum amounting to the difference between the pay scale levels a) ..... and b) ..... This means you will receive a salary corresponding to pay scale level b) ..... Based on the collective agreements, this extra-pay will no longer be paid as soon as you have reached pay scale level b) .....

To meet our staffing requirements, we grant you payment corresponding to the pay scale level two levels above your actual pay scale level by paying you a revocable monthly extra-sum amounting to the difference between the pay scale levels a) ..... and b) ..... This means you will receive a salary corresponding to pay scale level b) ..... Based on the collective agreements, this extra-pay will be reduced as soon as you have reached pay scale level c) ..... This extra-pay will no longer be paid as soon as you have reached pay scale level b).....

You will have the following task / s:

- Teaching:..... course hours**
- Collaboration in research and other tasks of the research group the chair of**
- Collaboration in the research project mentioned above**

In case of changes to the *Landeshochschulgesetz* of Baden-Württemberg (state law on education), or due to operational requirements, your tasks might have to be adapted accordingly.

Please send the following documents to Mr ..... / Ms.....(Human Resources Division) as soon as possible:

Please send me the following documents as soon as possible:

Please send the following documents to the Human Resources Division as soon as possible:

- two signed copies of the employment contract,
- up-dated / filled in "*Personalbogen*" (personal information form), with passport photo,
- filled in questionnaire in accordance with the "Hochschulstatistikgesetz" (a federal statistics law applying to institutions of higher education).
  
- filled in form "*Auskunft über anrechenbare Beschäftigungszeiten*" (details on countable periods of employment),
- documentation of your higher education degree
- documentation of your acceptance as a doctoral candidate,

- copy of your doctoral certificate,
- copy of your disabled person's pass,
- copy of your passport,
- copy of your residence permit,
- copy of your work permit or employment permit in your passport,
- the signed form "*Belehrung und Erklärung*" (Instructions and Explanations),
- one signed copy of the "*Hinweisblatt nach dem SGB III*", (German Social Code information sheet)
- *Erklärung zur Verarbeitung personenbezogener Daten* (declaration on the publication of personal data),
- if applicable, signed *Antrag auf Nebentätigkeit*, (application for secondary employment),
- the following filled in declarations: *Auszahlung der Bezüge* (declaration on salary payments), *Sozialversicherungspflicht* (social insurance contributions) and the *Zusatzversorgung* (supplementary pension scheme),
- filled in *Vereinfachte Erklärung zur Sozialversicherung, Auszahlung der Bezüge* and *Zusatzversorgung* (simplified declaration on social insurance, salary payments and the supplementary pension scheme),
- *Antrag auf Kindergeld* (child benefit claim), if applicable,
- 2 copies of your marriage certificate,
- 2 copies of the birth certificates of each of your children,
- social security card (**copy**) or **1 slip** of the *Versicherungsnachweisheft* (booklet proving that you are insured),
- if applicable, other documentation (e.g. employment contracts, employment references - except the reference of the University of Konstanz) showing relevant professional experience (**important for the pay grade you will be assigned**)
- if applicable, filled in "*Antrag auf Vermögenswirksame Leistungen*" (application for capital-forming benefits), including copy of your saving contract,

- if applicable "**Antrag auf Befreiung von der VBL-Pflichtversicherung**" (application for exemption from compulsory VBL insurance)

(= important deadline within the first two months after starting your employment)

You can find this application (in German) online at: [www.lbv.bwl.de](http://www.lbv.bwl.de) → Vordrucke → 46201.pdf.

You can find information (in English and German) for employees with a short-term scientific position in academia or research in the Länder (West) of Germany on the homepage of the VBL at:

[www.vbl.de](http://www.vbl.de) → Service → Informationen → VBLspezial → Wissenschaftler / West.

If you had an occupational pension scheme with your previous employer, you may transfer it to the VBL.

Here you can find more information:

<https://www.uni-konstanz.de/personalabteilung/aufgabenbereiche/social-security-advisors/vbl-zusatzversorgung/>

You have questions on the VBL, on taxation and social insurance or want to avoid double taxation (in case of a permanent residence abroad)? Our tax and social insurance service is here for you (Ms Carmen Vajda, phone +49 7531 88-5025, room V 838 or Mr Bastian Wagner, phone +49 7531 88-3592, room V 833).

**After submitting the requested documents**, you can apply for your employee ID card at Ms. Funk ([brigitte.funk@uni-konstanz.de](mailto:brigitte.funk@uni-konstanz.de)) or Ms. Lovisi ([franca.lovisi@uni-konstanz.de](mailto:franca.lovisi@uni-konstanz.de)) - in

advance with an appointment. Afterwards you can open your e-mail account at KIM Support.

**This employment contract is concluded subject to a positive check of your *Auskunftsbogen über anrechenbare Beschäftigungszeiten* (information sheet on countable periods of employment). Please return this *Auskunftsbogen* immediately to me, otherwise you must expect immediate dismissal.**

Please note: **after** this employment contract ends, you can be temporarily employed **no more than ..... months**

**before completing your doctorate.**

Then you will have reached the upper limit of permitted fixed-term employment time as stated in the Wissenschaftszeitvertragsgesetz (WissZeitVG) (German law on fixed-term contracts in academia), § 2 para. 1.

Please note: you will reach the upper limit of permitted employment time

**before completing your doctorate** on .....(see § 2 **para. 1**, Wissenschaftszeitvertragsgesetz (WissZeitVG) (German law on fixed-term contracts in academia).

**Therefore, in keeping with this law, we can temporarily employ you beyond the end of this contract**

**beyond the date stated above**

**only if you successfully complete your doctorate before that date.**

Please note that we can only start paying your salary after we have received all documents.

Yours sincerely

Vor- und Nachname SB's

## Appendices

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