

## Information on secondary employment of civil servants and interim professors

Secondary employment is any activity that is not part of your main job. Usually, secondary employment (see left column below) requires authorization as per § 62 Landesbeamtengesetz LBG (state civil service act). For the secondary employment activities listed in § 63 para. 1 LBG (see right column below), it is sufficient to notify the university accordingly.

Authorization is required, e.g. for	Notification is sufficient for
<ul style="list-style-type: none"> <li>• Any additional work where you receive <b>remuneration/salary</b></li> <li>• Commercial work (German: Gewerbe/ gewerblich) or freelance work, also collaboration in these activities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Unpaid</b> secondary employment activities (exception: freelance work, commercial work or function in company boards)</li> <li>• Writing, scholarly and artistic activities</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Teaching activities</b></li> <li>• <b>Consulting and coaching</b></li> <li>• Research and development assignments (splitting prohibited!)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Lecture activities</b> (without discussion or exchange with the audience)</li> <li>• Work in self-help institutions protecting the interests of civil servants</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Expert opinions</b> (exceptions listed under "Notification is sufficient")</li> <li>• Functions in company boards and trustee services (also unpaid)</li> <li>• Work for civil servants' self-help institutions (e.g. brokerage of insurance or building society savings contracts)</li> </ul>	<ul style="list-style-type: none"> <li>• For professors: <b>independent expert opinions</b> in the field of your own research/teaching</li> <li>• Management of your own assets</li> </ul>

### Good to know:

You do **not have to submit** form BN\_102 to notify the university of secondary employment as long as all notifiable secondary employment that has not been reported does **not exceed 1200 euros per year**, and the time required for this work does **not exceed 20%** of the regular weekly working hours. You have to include all secondary employment activities in your declaration of secondary employment ([form BN 101](#)) as per § 8 LNTVO Landesnebenständigkeitsverordnung (state secondary employment regulations).

### What do I need to do?

Please fill in form [BN 102: "Application for secondary employment"](#) and submit it to Human Resources, accompanied by supporting documentation. You may perform secondary employment activities requiring authorization only after they have been authorized, or, in case of secondary employment for which notification is sufficient, after you have notified the university in writing.

### Any questions?

Browse our [FAQs](#) or contact [the person responsible for your department](#) or [beamte@uni.kn](mailto:beamte@uni.kn).