General information on secondary employment for staff of the University of Konstanz (except civil servants (Beamte))

As a staff member of the university you must notify the university of all secondary employment, even if unpaid, in advance and in writing in good time before taking up such work.

All secondary employment has to be carried out outside of your working hours. Under certain circumstances exceptions may be granted on the condition that you work your contractual hours in advance or afterwards.

You must not exceed the maximum working time as per § 3 Arbeitszeitgesetz (working hours act).

You must notify your employer before taking up any secondary employment. It is sufficient to notify the university in writing. Unless your employer objects to your secondary employment, you will not receive a confirmation from Human Resources, but simply can take up your secondary employment.

However:

A written authorization by the employer is mandatory if you have planned to use university equipment, staff or material in the context of your secondary employment.

You may be denied authorization or have certain conditions imposed if your secondary employment might affect the fulfilment of your regular employment duties, or other rightful interests of the university.

Taking up secondary employment without giving prior notice is a breach of your official duty!

Please fill out and submit the application for authorization to your place of work at least four weeks before starting your secondary employment. The application will then be forwarded to Human Resources.

On your application, please state the type, hours and estimated duration of your secondary employment, name of the employer/client and the estimated salary. Please attach corresponding documentation.