

Information for administrators of professorships and representatives of professors

This information leaflet is intended to give you an overview of the important issues regarding your status as administrator or representative. If you have any further questions, please contact the employees listed below or the Head of Section Ms Anika Werkmeister (phone: +49 (0)551/39-24210, email: anika.werkmeister@zvw.uni-goettingen.de) or the Head of Team Mr Kevin Hildebrandt (phone: +49 (0)551/39-24217, email: kevin.hildebrandt@zvw.uni-goettingen.de) all of whom are happy to be at your disposal.

1. Your employment contract (general information)

Administrative or representatives are assigned with the administration of a professorship on a temporary basis within the scope of a specific kind of a public-law employment contract. The regulations of the Lower Saxony University Act, which are applicable to professors in civil service, govern the employment contract. Sections 33 to 37, 42, 44 to 48, 50 and 52 BeamStG), Sections 10, 46, 49 to 55, 58 to 60, 62, 65 to 69, 81 to 95 and Section 104 NBG) additionally apply alongside the provisions of the Lower Saxony Civil Servants' Pensions Act (NBeamVG) pertaining to the pensions of honorary civil servants. The academic title "Professor" is otherwise not awarded on the basis of the assignment.

2. Documents for the assignment

The documents required for the assignment are requested in writing by the HR Department. The required declarations are also sent as forms along with this letter.

Contact persons:

Faculties	Name	Phone	E-Mail
Geowissenschaften, Theologie, Mathematik und Informatik, Juristische Fakultät, Agrarwissenschaften, Sozialwissenschaften	Frau Juliane Gümpel	0551/39- 26396	juliane.guempel@zvw.uni- goettingen.de
Philosophie, Forstwissenschaften, Biologie und Psychologie, Chemie, Physik, Wirtschaftswissenschaften	Frau Beyhan Mermut	0551/39- 24218	beyhan.mermut@zvw.uni- goettingen.de

Important documents for the assignment:

- **Leave order from your current employer** (if you are subject to an employment contract or a civil service contract)
- **Letter of guarantee from your current employer** (if you are employed by another employer → important for determining whether you are exempt from pension insurance)
- **Declaration concerning rights to any contribution allowances** (further information on this can be found under No. 4. exemption from social security contributions)

3. Remuneration

The remuneration of administrators or representatives is generally calculated as follows:

- Basic remuneration in accordance with the W2/W3 Lower Saxony salary scale
- Family allowance
- Annual bonus payment in the month of December for grade A9 and higher of €300.00

(§NBesG).

In addition, civil servants receive an annual bonus payment in the month of December for each child for whom they receive family allowance (first and second child €170.00 each, third and each additional child €450.00 each).

Contact person for the payment of remuneration following appointment:

Faculties	Last name	Phone	E-mail
Mathematics, Physics, Chemistry, Law, Economic Sciences	Ms Cornelia Hitzing	+49 (0)55139-24229	cornelia.hitzing@zvw.uni-goettingen.de
Biology, Theology, Geosciences, Forestry, Agricultural And Social Sciences, Philosophy	Ms Birgit Funke	+49 (0)55139-24247	birgit.funke@zvw.uni-goettingen.de

3.1 Taxes

As the employer, the University deducts wage tax, the solidarity surcharge and, if applicable, church tax from the gross salary and pays it to the tax office. Since 1 July 2013, employees' wage tax deduction data are transmitted electronically by the tax offices to the University via the electronic wage tax deduction information (ELStAM) procedure. Consequently, the University has no influence on the consideration of wage tax classes, allowances etc. **Your tax identification number is required to retrieve your ELStAM data.**

Please note: If there are any discrepancies regarding your income tax deduction information or your tax identification number, or if you would like to apply for changes to your income tax deduction information, please contact your local tax office (e.g. entry of an allowance, change of tax class or religious denomination etc.). The University then receives changes electronically at the beginning of the following month, so that the modified wage tax deduction information is taken into account in the next remuneration statement as of the reported validity date (i.e. often retroactively).

3.2 Payment of remuneration

Remuneration is calculated for the calendar month and paid in advance on the last day of each month (payment day) for the following month to the bank account you specify. If the payment day falls on a Saturday or on a weekly holiday, the preceding working day shall be deemed to be the payment day; if it falls on a Sunday, the second preceding working day shall be deemed to be the payment day.

3.3 Remuneration statement

Whenever payment of remuneration is commenced, there are changes in the composition and amount of your remuneration or in the case of one-off payments, you will receive a remuneration statement, which you can use as a certificate to prove current income.

It is recommended that this statement be carefully examined and retained. Please inform your payroll administrator immediately if

- you find or suspect discrepancies in your statement,
- the amount to be paid out according to the statement was not credited to your account,
- a change that you have notified to the HR department of (e.g. change of address, change of bank details) has not been incorporated even after a reasonable period of time (month after next payment month)

In months in which you do not receive a remuneration statement, that of the previous month is still valid. At the time of its introduction, this system was adopted for environmental protection reasons.

If, in exceptional cases, you require a remuneration statement that you do not have, a printout is of course possible at any time. Please contact your payroll administrator for this purpose.

4. Exemption from social security

Pursuant to Section 6 (1) No. 2 of the German Social Code, Book V, administrators or representatives are exempt from health insurance because they are basically exempt from insurance in the event of illness pursuant to Section 26 (7) NHG. Entitlement to continued payment of their remuneration and to contribution allowance benefits until the end of their contract as

administrators or representatives. However, a concrete claim to contribution allowance benefits pursuant to Section 80 of the Lower Saxony Civil Service Act (NBG) only exists if administrators or representatives are employed for at least one year, where applicable in combination with previous employment in the public sector.

The freedom to take out health insurance resulting from a specific entitlement to contribution allowance benefits means that administrators or representatives who do not wish to take advantage of these allowances, must choose between voluntary membership in a statutory health insurance scheme or insurance with a private health insurance company.

You will receive a corresponding information leaflet for administrators and representatives relating to social security together with a request for the required documents.

4.1 Contribution allowance benefits (Beihilfe)

Contact person:

Last name	Phone	E-mail
Ms Hedemann	+49 (0)494113-2842	hilde.hedemann@nlbv.niedersachsen.de

If administrators or representatives decide to benefits from the contribution allowance, the same rules apply as for civil servants. They are entitled to contribution allowance benefits in the event of illness, nursing care and childbirth. The contribution allowance is calculated according to a percentage rate relating to the individual.

The critical factor for determining this percentage rate is the familial circumstances at the time the expenses eligible for contribution allowances were incurred. Individuals entitled to contribution allowance benefits are expected to ensure that sufficient health insurance coverage is provided for themselves and their family with an appropriate contribution that prevents them from falling into economic difficulties in the event of illness, nursing care and childbirth.

4.2 Effects of secondary employment on your obligation to contribute to social security

If, in addition to your employment as administrators or representatives at Göttingen University, you are simultaneously employed with another employer who is subject to social security contributions, or are only marginally employed by another employer, this employment and the amount of remuneration received there must be reported. This is because an assessment under the aspects of social security law and any proportional contribution resulting therefrom must be examined, for which purpose coordination with the other employer is also necessary. Freelance and volunteer activities need not be reported.

5. General travel expenses and travel in connection with appointment proceedings

Business trips are trips to carry out official business outside the place of work. They generally have to be ordered or approved in writing if a travel expense allowance is to be paid. Official business is defined as the pursuit of duties belonging to the individual's main function at Göttingen University. The necessity for official business occurs when its purpose cannot be achieved in any other way.

The following centres are responsible for approving travel expenses:

For business trips within Germany:

Lasting up to 7 days	Director of the University department
Lasting more than 7 days	Dean of the faculty (please be aware that the faculty manager or managing director may be delegated with the task)

For business trips to foreign countries:

Regardless of their duration	Dean of the faculty (please be aware that the faculty manager or managing director may be delegated with the task)
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If – in exceptional cases, e.g. urgent matters that cannot be delayed – approval cannot be obtained, then an authorisation request must be submitted without delay and the reasons for the delay stated. In general, university business travellers are free to choose their means of transportation. However, in principle, only the most economical means of transport is eligible for reimbursement.

After your employment commences, you will find detailed information on how to submit applications for or invoice business trips in the employee portal under Info Centre / HR Department / Travel Expenses:

<https://intern.uni-goettingen.de/infocenter/persinf/Reisekosten%20Umzugskosten%20Trennungsgeld/Seiten/default.aspx>.

To apply for travel reimbursement for business trips, you can use the online business trip request form in the form centre once you have taken up your post.

6. *Holidays*

Like professors, administrators or representatives are not required to be present. Holidays must be reported pursuant to Section 2 (3) sentence 5 of the Lower Saxony Holiday Leave Regulation (NEUrlVO). If, in exceptional cases, leave of absence is taken during the lecture period, this must also be reported to the Dean's Office.

7. *Duty to notify in the event of incapacity to work or a work-related accident*

It is generally required to provide notification of any incapacity to work in accordance with the obligation to report and provide evidence. You can find the pertinent forms in the form centre of the employee portal at: <https://intern.uni-goettingen.de/services/Documents/M/Mitteilung-ueber-Dienst-Arbeitsunfaehigkeit.pdf>.

Initial report: On the first day of illness, you must notify your superior or department immediately, either orally or in writing, of any incapacity for work.

If the incapacity lasts longer than three calendar days, you must provide your superior or the relevant office with a doctor's certificate confirming the duration of the incapacity to work no later than on the subsequent general working day.

Follow-up notification: immediately upon receipt, send the certificate of incapacity to work to your superior or the relevant office, or have it brought to them without delay.

7.2 *Work-related accident*

Any work-related accident must be reported to the HR Department within a preclusive time limit of two years using the available pre-printed form "Accident Report for Civil Servants" (<https://intern.uni-goettingen.de/services/Documents/U/Unfallanzeige-Beamte.pdf>). This is followed by the possible recognition of the work-related accident and the determination of the accident-related consequences. You can find further information in the employee portal at: <https://intern.uni-goettingen.de/infocenter/persinf/Documents/A/Arbeits-Wegeunfall-Merkblatt.pdf>.

If the work-related accident has caused damage to items of clothing or other property, an application for compensation for material damage must be submitted to the HR Department on the previously mentioned pre-printed form "Accident Report for Civil Servants" within a preclusive time limit of three months.

7.3 *Incapacity to work due to the fault of third parties*

If you become incapacitated to work as a result of an accident caused by third parties, your resulting claims for damages against the person who caused the accident transfer to the employer (University) up to the amount of the continued remuneration paid for the period of incapacity.

You are therefore obliged to notify the HR Department immediately if you become unfit for work as a result of an accident in which other persons were also involved. It does not matter whether the accident is in any way connected with your work at the University or is exclusively attributable to the private sector.

8. University identity card / staff identity card

Every administrator or representative at the University receives a staff identity card. The card includes a photograph. Its functions include working time recording, access authorisations to buildings and parking lots, use of the Göttingen State and University Library (SUB) and payment in the canteens. The Central Card Office of the Facility Management Department, Section GM 41, is responsible for the creation and issue of ID cards. You can find information on this at: <https://intern.uni-goettingen.de/infocenter/gm/kartenstelle/Seiten/default.aspx>.

Your HR Department