

Information - Secondments

What Are Assignments Abroad?

An assignment refers to a situation in which employees (civil servants, employees covered by collective bargaining agreements, and support staff) are deployed abroad at the direction of their German employer.

Any work-related stay abroad is considered a secondment, even if it is a one-day business trip or even just a stay abroad lasting a few hours. The following principle applies: No assignment abroad without a secondment certificate.

In principle, there is an obligation to present a posting certificate for business trips abroad starting on the first day. However, this legal obligation bears no relation to actual practice. Therefore, the University of Paderborn has decided to require a certificate of assignment for business trips abroad **only starting on the 8th day**.

What do you need a certificate of assignment for?

As a general rule, the legal provisions of the country in which a person works apply to all individuals. However, if employees are working in another country only temporarily (so-called "posting"), the law of the sending country (the Federal Republic of Germany) continues to apply as an exception. With a posting certificate, employees can prove whether the laws of their country of residence (the sending country) or the regulations of a foreign country apply to them. In such cases, this certificate documents that the person working abroad remains subject to German law.

A posting certificate

- serves as the basis for reimbursement of the statutory portion of medical costs in the event of illness or accident abroad
- prevents (in countries with which an agreement exists) the requirement to pay local (foreign) social security contributions in addition to the statutory social security obligations in Germany when performing work-related activities in the other country
- avoids inconveniences during inspections by customs or tax authorities
- prevents penalties (e.g., fines) for failure to present the certificate
- Additionally regulates, within the EU/EEA and Switzerland, entitlements under statutory pension insurance and unemployment insurance, among other things.

How and where can you obtain the posting certificate?

The prerequisite for a posting certificate is, first and foremost, an **approved business trip** by the Human Resources Department, Division 4.1 – Travel Expenses.

Once a business trip lasting more than 7 days has been approved, [the HR administrator](#) responsible for your assignment will be instructed to apply for the posting certificate on your behalf from the appropriate authority.

You will receive a letter from the responsible HR administrator regarding this.



What happens next?

The assignment certificate issued by the relevant authority will be sent to you via email. It will not be sent in paper form. If you still need the original, please feel free to request it via email at Dez4_2@zv.uni-paderborn.de.

Please note that processing times may vary among the relevant offices, and the University of Paderborn has no influence over this.

IMPORTANT: If you are unable to take the business trip, please notify us as soon as possible.

Where can I find more information?

[Department 4.1 – Travel Expenses Office](#)
www.dvka.de
www.dsrv.de