Information Leaflet for Research Assistants (Pay Scale Employees) at Paderborn University

Please note that this leaflet only contains an overview of the most important points concerning the employment of research assistants (pay-scale employees).

For research assistants (pay-scale employees) employed at Paderborn University, the basic employment relationship is subject to legal provisions, which are stipulated in the State Collective Wage Agreement for Public Sector Employees (TV-L), the German Act on Fixed-Term Research Employment Contracts for Academic Staff (WissZeitVG), and other laws.

Working Hours

The average number of regular working hours for academic pay scale employees is currently 39 hours and 50 minutes per week (for full-time employment).

For part-time employment, the weekly working hours are reduced in accordance with the employment contract. The distribution of the working hours per week is generally aligned with the teaching and research requirements and has to be coordinated with the employee’s supervisor. The stipulations of the Working Hours Act apply.

Remuneration

The Landesamt für Besoldung und Versorgung NRW (LBV NRW) (NRW State Office for Salaries and Pensions / LBV NRW) is responsible for the calculation and payment of salaries (including the annual bonus) and child benefits if applicable. The remuneration is generally transferred at the end of the working month. Information regarding questions related to the remuneration can only be obtained from the LBV.

Research assistants (pay scale employees) are obligated to carefully review their wage and tax statements. They are also required to inform the Human Resources Department and the LBV immediately in writing of any relevant changes concerning their personal situation (e.g. change in marital status, change of address, change of bank details, birth of a child, etc.).

Please note:
After the employment contract has been concluded, the LBV will be informed. For the first salary payment the LBV generally requires a processing time of up to 6 weeks.

Place of Employment

The principle place of employment is Paderborn University. Academic work outside of the university premises and/or outside of the regular working hours is only permitted for compelling work-related reasons in consultation with the supervisor and with the prior consent of the dean. For insurance reasons, the respective dean’s office and the Human Resources Department must be informed of the location and time period of the duties to be performed outside of the University premises.

Business Trips

Approval for business trips must be requested well in advance of the start of the trip via the relevant forms (available online on the “Central University Administration” website/ “You are looking for: forms (topic-related), general human resources matters”; link: http://www.uni-paderborn.de/zv/formulare-thematisch/) after consultation with the supervisor and the trip may not be taken until it is approved (for insurance and other reasons). The Paderborn University Travel Expenses Office (link: http://www.uni-paderborn.de/zv/4-1/) is responsible for the approval of business trips.
Please note: For international business trips for the purpose of fulfilling contractual obligations i.e. secondment, social insurance and employment law regulations must be clarified in advance. It is therefore imperative that requests for business trip approval are submitted to the Travel Expense Office via the supervisor as early as possible.

## Holiday Leave

Research assistants (pay scale employees) are entitled to paid holiday leave each calendar year. For employees who work a “five-day week”, the holiday entitlement is currently 30 working days per calendar year. Severely disabled employees are entitled to additional holiday leave.

Requests for holiday leave must be submitted to the Human Resources Department - Division 4.3 using the appropriate form after prior approval by the supervisor. The period of holiday leave may not commence until it has been approved.

## Special Leave

In accordance with Section 28 TV-L, requests for special leave (e.g. for academic work outside of the university premises) must be submitted to the President of the university via the dean (no official form required). The Human Resources Department informs the employee about any possible effects that the special leave may have on the employment relationship.

## Sick Leave

If an employee is ill, he or she must immediately inform the responsible administration office as well as the Human Resources Department (krankmeldungen-wp@zv.upb.de) estimating the duration of the sickness/incapacity to work. If an incapacity to work lasts longer than three calendar days, a doctor’s certificate must be submitted no later than by the following business day. When the employee returns to work, the responsible administration office and the Human Resources Department must be notified immediately. Further information about employee rights and obligations in the case of sick leave can be found at:


## Timesheet for Externally-funded Positions

If research assistants (pay scale employees) are working on an externally-funded project that requires a timesheet to be kept, it must be ensured that any absences (e.g. holiday and sick leave) match the information and dates in the records of the relevant dean’s office and Human Resources Department.

If you have any questions, please contact your HR representative.

More information is available on the Paderborn University website: www.uni-paderborn.de at Administration/Department 4/Division 4.2