Information Leaflet for Academic Staff (Pay Scale Employees) at Paderborn University

Please note that this leaflet contains only an overview of the most important points concerning the employment of academic staff.

For academic staff (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 weekly working hours is generally aligned with teaching and research requirements and must be coordinated with the employee’s supervisor. The stipulations of the Working Hours Act apply.

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 using the relevant forms (available online on the “Central University Administration” website, “You are looking for: Forms (by subject) Personnel matters General”; link: http://www.uni-paderborn.de/zv/formulare-thematisch/), after consultation with the supervisor, and the trip may not be taken until the request 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.

Remuneration

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

Academic staff are obligated to carefully review their salary 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.
Holiday leave

Academic staff 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. For part-time employees the holiday entitlement is calculated by the Human Resources Department after the distribution of working hours has been confirmed using the following application: https://www.uni-paderborn.de/fileadmin/zv/4-3/Gleitzeit/ADnderung_der_ARbeitszeiten.pdf.

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.

Child Benefits

For public sector employees, the calculation and payment of child benefits is carried out by the Landesamt für Besoldung und Versorgung NRW (NRW State Office for Salaries and Pensions / LBV) in Düsseldorf and not by the Family Office of the Federal Employment Agency (for employment contracts lasting at least 6 months).

The necessary application forms can be obtained from the LBV NRW. Further general information can be found here.

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: https://www.uni-paderborn.de/fileadmin/zv/4-3/Rechte_und_Pflichten_im_Krankheitsfall_08.12.2011.pdf

Severe Disability

Severely disabled persons as defined by the provisions in Book 4 of the German Social Security Code (SGB IX) are those with severe disabilities and other disabled persons attributed a severely disabled status according to the regulations of SGB IX. The status of severely disabled person is confirmed by an identification card according to Section 152 (5) SGB IX. Official assessments, certificates and other documents may also be used as proof of disability. Proof of status equivalent to that of a severely disabled person is provided by the Federal Employment Office.

For any further questions relating to other implications of the severely disabled person status, please contact Ursula König, the Severely Disabled Persons Representative at Paderborn University. Ms König is available at sbv@upb.de and is automatically informed when a staff member has a severe disability.

Time sheet for Externally-funded Positions

If academic staff are working on an externally-funded project that requires a time sheet 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.
Pay scale employees at Paderborn University are according to Section 23 (1) TV-L entitled to capital forming benefits in alignment with the German Capital Formation Act in its currently applicable version. The employment contract duration must be at least six months.

Full-time employees receive € 6.65 in capital forming benefits for each full calendar month as an employer contribution. For part-time employees the relative employer contribution is calculated according to the working hours. The entitlement to capital forming benefits begins in the month that the employee provides the required information to the employer in writing and for the two months preceding the written notification.

Capital forming benefits are not income subject to subsidiary pension contributions.

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

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