

## Information Sheet: Teaching Assignments at Paderborn University

The teaching assignment is a **sui generis legal relationship under public law** and is based on an administrative act. The appointment of a teaching assignment does not constitute an entitlement to a transfer to civil servant status or employment under private law at Paderborn University. This also applies to the appointment of teaching assignments in uninterrupted succession and to the extension of existing teaching assignments. In this context, we expressly refer to the currently valid version of the Regulations for the Appointment and Remuneration of Teaching Assignments (the regulations are available for review in Dept. 4 of the Paderborn University Central University Administration, room B1.238, and online at <http://www.uni-paderborn.de/zv/4-4/lehrauftraege/>).

The **remuneration for the teaching assignment** and, if applicable, the **reimbursement of travel expenses** will be paid at the end of the semester upon presentation of the accounting form (see appendix to the letter of appointment available in the dean's office and online at <http://www.uni-paderborn.de/zv/formulare-thematisch/>). For budgetary reasons, the accounting form must be submitted to the faculty immediately upon completion of the teaching assignment. Please enclose the original receipts required for the reimbursement of travel expenses, such as train and bus tickets, hotel bills, etc., along with the accounting form or submit them with a separate travel expense report (only applies if the reimbursement of travel expenses has been approved in the letter of appointment). In principle, the documented costs and travel costs incurred in connection with examinations after completion of the teaching assignment are also deemed to have been compensated.

The income earned from work as a self-employed independent contractor within the scope of the teaching assignment are generally subject to taxes and social insurance contributions. The instructors themselves are solely responsible for any tax obligations. An annual income statement will be sent to you and the pertinent tax office at the end of the calendar year by the Landesamt für Besoldung und Versorgung NRW (NRW State Office for Salaries and Pensions).

The obligations with regard to any social insurance contributions for health and pension insurance is the responsibility of the instructors themselves, e.g. they are responsible for contacting the competent health insurance fund and/or the advisory service of the German Statutory Pension Insurance Scheme to clarify any such requirements.

Instructors are not insured under the German statutory accident insurance system (GUV). However, you have the option to obtain insurance coverage through the private group accident insurance taken out by Paderborn University. The private group accident insurance provides coverage for disability in the form of a single lump-sum payment in the event of personal injury sustained on the university campus in connection with the teaching assignment. The amount of the benefit depends on the degree of disability. Property damage is generally not covered. Claims and general questions concerning accident insurance are handled by Department 4. The application (no official form required) must be submitted to Department 4 by email ([kesselmeier@zv.upb.de](mailto:kesselmeier@zv.upb.de)) no later than by the starting date of the teaching assignment; applications submitted after that date will not be accepted. A new application (no official form required) must be submitted for subsequent teaching assignments.

If you have contributed to the occurrence of damage during the teaching assignment as a result of culpable conduct (intentional or negligence), you will be obligated to pay compensation for damages. In this respect,

we recommend taking out **liability insurance** with coverage commensurate to the duties required within the scope of your teaching assignment.

The teaching assignment is appointed for a limited, specific period of time; the university is entitled to revoke it for good cause, in writing, without requiring a period of notice.

When you are appointed to the teaching assignment, it is assumed that you have clarified the legal issues (under public sector employment law) related to carrying out the teaching assignment (secondary self-employment as an independent contractor).

Please inform the Human Resources Department **immediately** about any **changes** that are related to the teaching assignment (bank account, address or name changes) ("Personal Data" form available at <http://www.uni-paderborn.de/zv/formulare-thematisch/>).

Within the scope of available capacities, instructors can participate in "university didactics" training and professional development courses and in the events offered through the Internal Further Education and Training Programme, provided they are related to the teaching assignment.

#### Data Protection Statement

Pursuant to the provisions of Section 6 of the North Rhine-Westphalia Data Protection Act (DSG NRW), it is prohibited to process or disclose officially accessible protected personal data without authorisation or consent for any purpose other than the purpose associated with the fulfilment of the respective duties under law; this shall also continue to apply after the employment relationship or teaching assignment has ended.

#### Data Privacy Policy

The collection of personal data is a prerequisite for the appointment to the teaching assignment and its associated accounting and remuneration. The data concerning gender, and the nature and scope of the teaching assignment are collected and stored for human resources management purposes, in particular for preparing higher education statistics and transmitting the data in anonymised form to the State Statistical Office / German Higher Education Statistics Act – HStatG v. 2.11.90 (German Federal Law Gazette BGBl. I p. 2414) in conjunction with the German Federal Statistics Act – BStatG v. 22.1.87 (German Federal Law Gazette BGBl. I pp. 462, 565).

The provisions of the North Rhine-Westphalia Data Protection Act (DSG NRW) are complied with. Reference is made to Section 4 (legal admissibility of data processing), Section 5 (rights of the data subject), Section 18 (information, inspection) and Section 19 (correction, blocking and deletion).

Last revised: 19-07-2017