

**Information for civil servants in administrative, library  
or technical employment**

This information leaflet is intended to give you an overview of the important issues relating to your status as a civil servant. 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](mailto: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](mailto:kevin.hildebrandt@zvw.uni-goettingen.de)) all of whom are happy to be at your disposal.

**1. Your employment contract (general information)**

Civil servants at Göttingen University are subject to various legal provisions for the underlying employment contract, including but not limited to the Civil Servants Status Law (BeamtStG) and the Lower Saxony Civil Servants Act (NBG). Moreover, there are further special provisions to be applied to the different employment contracts. The Lower Saxony Career Regulation (NLVO) is therefore authoritative for civil servants. Furthermore, due to their exemption from social security contributions, civil servants are governed by their own regulations, in derogation from the rules governing employees subject to collective bargaining agreements, e.g. relating to civil servants' pension rights (in lieu of a pension scheme), granting of contributory allowances in the event of illness, nursing care or childbirth (in lieu of compulsory insurance with the statutory health insurers).

**1. Onboarding documents**

The documents required for your hiring process will be requested in writing by the HR Department.

**Contact persons:**

<b>Faculties</b>	<b>Name</b>	<b>Phone</b>	<b>E-Mail</b>
Wirtschaftswissenschaften, Philosophie, Physik, Biologie und Psychologie, Chemie, Forstwissenschaften, SUB	Frau Beyhan Mermut	0551/39- 26396	<a href="mailto:beyhan.mermut@zvw.uni-goettingen.de">beyhan.mermut@zvw.uni-goettingen.de</a>
Agrarwissenschaften, Theologie, Sozialwissenschaften, Geographie, Juristische Fakultät, Mathematik und Informatik, Zentralverwaltung	Frau Juliane Gümpel	0551/39- 24219	<a href="mailto:juliane.guempel@zvw.uni-goettingen.de">juliane.guempel@zvw.uni-goettingen.de</a>

**Important documents for appointment as a civil servant for life or a limited-term:**

- **Personal status documents** (your own birth certificate and, if applicable, marriage certificate, and the birth certificates of any children → certified copies)
- **Certificates** (diploma / master's degree / doctoral degree certificate and, if applicable, any post-doctoral degree certificates → certified copies)

Alternatively, you can present the original documents to the HR Department so that a copy can be made. The conformity of the original with the copy shall be certified.

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- **Certificate of Health:** After his **examination**, the **medical officer** must issue a certificate attesting that you are healthy and fit enough to be conferred tenured civil service status for life or a limited-term. The findings report must include the following: That based on the state of your health, you are unreservedly fit for employment in civil service for life and that it cannot

be anticipated at the current point in time that you will develop any permanent occupational disability.

Appointees who have their place of residence or permanently live abroad and who are unable to furnish an health certificate issued by a medical officer, may request a medical examiner's certificate of health from the responsible German diplomatic mission.

If employment on a salaried basis is agreed, examination by the medical officer of the University is required.

- **Certificate of good conduct/criminal record** (type "O" evidence, to be applied for with the registration office at your place of residence)

## **2. Remuneration**

**Contact person for questions regarding remuneration in appointment procedures as well as for benefits paid out according to the W salary scale:**

<b>Faculties</b>	<b>Last name</b>	<b>Phone</b>	<b>E-mail</b>
Social Sciences, Mathematics, Physics, Chemistry, Law, Economics, Theology	Mr Kevin Hildebrandt	+49 (0)55139-24217	<a href="mailto:kevin.hildebrandt@zvw.uni-goettingen.de">kevin.hildebrandt@zvw.uni-goettingen.de</a>
Geosciences, Philosophy, Forest and Agricultural Sciences, Biology	Ms Jutta Hoffmann	+49 (0)55139-24575	<a href="mailto:jutta.hoffmann@zvw.uni-goettingen.de">jutta.hoffmann@zvw.uni-goettingen.de</a>

Remuneration is generally structured as follows:

- Basic salary according to the Lower Saxony salary scale
- Family allowance
- General employment 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:**

<b>Faculties</b>	<b>Last name</b>	<b>Phone</b>	<b>E-mail</b>
Mathematics, Physics, Chemistry, Law, Economic Sciences	Ms Cornelia Hitzing	+49 (0)55139-24229	<a href="mailto:cornelia.hitzing@zvw.uni-goettingen.de">cornelia.hitzing@zvw.uni-goettingen.de</a>
Biology, Theology, Geosciences, Forestry, Agricultural And Social Sciences, Philosophy	Ms Birgit Koch	+49 (0)55139-24247	<a href="mailto:birgit.koch@zvw.uni-goettingen.de">birgit.koch@zvw.uni-goettingen.de</a>

### **2.1 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).

### **2.2 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.

### **2.3 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.

### **3. Exemption from social security**

Civil servants are exempt from social security contributions to the statutory pension insurance, health insurance, nursing care insurance and unemployment insurance. Civil servants are not subject to compulsory insurance with the Federal and State Pension Institution (VBL).

#### **3.1 Contribution allowance benefits (Beihilfe)**

Contact person:

Last name	Phone	E-mail
Ms Hedemann	+49 (0)494113-2842	<a href="mailto:hilde.hedemann@nlbv.niedersachsen.de">hilde.hedemann@nlbv.niedersachsen.de</a>

Civil servants are entitled to contribution allowance benefits in the event of illness, nursing care or 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 allowances 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 or childbirth.

The following lists the rates reimbursable under the contribution allowance scheme for expenses incurred by

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| 1. | the individual entitled to contribution allowances  | 50% |
| 2. | the individual entitled to contribution allowances with at least two children eligible (if both parents are entitled allowances, the rate is only for one parent) | 70% |
| 3. | the spouse or life partner eligible for the allowance but themselves not entitled   | 70% |
| 4. | one eligible child  | 80% |

(A child is eligible if the civil servant receives a family allowance for that child).

**Exclusion period:** Contribution allowance benefits will only be granted if an application is submitted within one year of the expenses being incurred or of the invoice being issued.

The Lower Saxony State Office for Salaries and Pensions (NLBV) - Aurich, P.O. Box 1570, 26585 Aurich (as commissioned by the University of Göttingen) is responsible for the settlement of the allowances. Detailed information and forms are available on the NLBV website – section "Allowances and care".

Please note: No contribution allowance benefits are granted if you remain a voluntary member of a statutory health insurance scheme.



### **3.2 Retirement benefits**

Professors who are

- dismissed from civil service at their own request or
- who are temporarily dismissed at the end of their term as civil servants for life are entitled to a retirement pension if they have completed a minimum of five years of service eligible for retirement benefits.

Entitlement to a retirement pension may be waived in writing within one month of termination of the civil service relationship. This waiver is irrevocable. In the event of a waiver, supplementary insurance is provided by the statutory pension insurance. The NLBV is responsible for calculating retirement benefits. Detailed information and forms are available on the NLBV website - section "Salaries and pensions".

### **3.3 Retrospective insurance**

In case civil servants are dismissed as civil servants at their own request or at the end of their limited term of office as civil servant and do not have a claim to or have waived their entitlement to retirement benefits or pension payments, a retrospective insurance with the German Pension Insurance Fund (Deutsche Rentenversicherung) will be taken out within the scope of their employ in the civil service for the duration of their term of service and in accordance with their salary level; this shall be paid in full by Göttingen University.

### **3.4 Pensions**

Civil servants for life are entitled to a pension on retirement

- upon reaching the general or a special retirement age.
- upon retirement on grounds of incapacity to work or, on request,
- from the age of 60.

The Lower Saxony State Authority for Salaries and Pensions (NLBV) in Hannover is responsible for determining periods of pensionable service and for recognising periods of prior service as pensionable service. The NLBV offers detailed advice on questions of pension law. Further information and forms are also available on the NLBV website - section "Salaries and pensions".

## **4. 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; for the Central University Administrative Office: Head of department or administrative office
Lasting more than 7 days	Dean of the Faculty; for the Central University Administrative Office: Head of department or office

#### **For business trips to foreign countries:**

Regardless of their duration	Dean of the Faculty, for the Central University Administrative Office: the head of the department or office
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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.

## ***5. Working time rules***

Your regular weekly working time is 40 hours if you are employed full-time. In general, you will work on a trust basis in accordance with the "Employment Agreement on Working Hours for Academic Posts". It is possible for you to apply for an exemption from the working time rules and compulsory attendance. The corresponding application form as well as the two service agreements on working hours and additional useful information can be found in the employee portal at Info Centre / HR Department (<https://intern.uni-goettingen.de/infocenter/persinf/Arbeitszeit/Seiten/default.aspx>.) Your institution may be able to provide you with information on how to structure your working hours.

## ***6. Secondary employment***

Secondary employment is subject to compulsory notification. Such notification should be provided prior to the commencement of any secondary employment. Secondary employment activities may be restricted or prohibited. Secondary employment activities are generally to be carried out outside of normal working hours. The scope of any secondary employment activity is limited to a maximum of 8 hours per week.

You will find the regulations governing secondary employment and the corresponding forms at Info Centre / HR Department / Secondary Employment

(<https://intern.uni-goettingen.de/infocenter/persinf/Stichwortverzeichnis/Seiten/Nebent%c3%a4tigkeit.aspx>).

If you would like to report secondary employment, you can use the secondary employment form (Nebentätigkeit) in the form centre once you have taken up your post.

## ***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. Holiday***

As a rule, you should take your holiday by the end of the calendar year. Pursuant to the Lower Saxony Holiday Leave Ordinance (NEUrlVO), your holiday allotment generally amounts to 30 working days each year.

If it is not possible to take your holiday by the end of the calendar year, you will have the opportunity to take your remaining holiday by 30 September of the following year. Holiday leave should be requested in good time. If you do not apply for holiday leave under consideration of the aforementioned carry-over period, this will be considered a waiver and these days of holiday shall be forfeited. There is an additional entitlement to one day's leave of absence per year pursuant to Section 6 of the German Workers' Compensation Act (ArbZVO). This is to be applied for in the same way as recreational leave.

### ***9. University identity card / employee identity card***

Every employee of 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