

## Information for new employees

Please take a few moments to read through this important information

This info sheet was designed to provide new employees with a brief overview of the most important points involved in the hiring process and employment. All of the application forms mentioned here are available from your human resources department (some are also available online at [www.uni-bayreuth.de](http://www.uni-bayreuth.de)) or from the local Revenue Office of Bayreuth (*Landesamt für Finanzen/ LfF*).

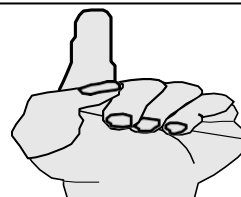
### *Finding the right contact :*

Field of responsibility	Dept.	Name	Tel. ext.
Professors and scholars holding permanent civil servant positions	III/1.1	Mr. Wenzke	5219
	III/1.1	Mr. Herlitz	5230
Fixed-term academic staff, civil servants + research associates and other employees in the public service ( <i>excluding positions financed by third-party funds</i> ) Student assistants and part-time assistants	III/1.2	Mr. Schneck	5866
	III/1.2	Mr. Böhm	5867
	III/1.2	Ms. Lepka	5868
	III/1.2	Ms. Porst	5224
	III/1.2	Ms. Ritter	5233
	III/1.2	Ms. Schmidt	5871
Academic staff and non-academic staff positions <i>financed by third-party funds</i>	III/1.3	Mr. Dick	5227
	III/1.3	Ms. Grüner	5226
	III/1.3	Mr. Hoeft	5331
	III/1.3	Ms. Kunst	5228
Academic and non-academic staff including teaching assignments and guest lectures and part-time graduate assistants financed by semester fees / excursions	III/1.4	Ms. Miccoli-Hey	5869
	III/1.4	Ms. Siebenweiber	5225
	III/1.4	Ms. Ständer	5870
<i>Non-academic staff</i> ( <i>not financed by third-party funds</i> ) Matters relating to maternity leave Recording work time/sick leave/holiday time/convalescent care	III/2	Mr. Müller B.	5229
	III/2	Ms. Schellnock	5234
	III/2	Ms. Druba	5236
	III/2	Ms. Christmann	5235
	III/2	Mr. Wadenka	5332

The Human Resources Department of the University of Bayreuth is responsible for all matters pertaining to employment agreements and assignment of salary rank.

**The human resources department and the Revenue Office of Bayreuth must both be notified (promptly and in writing) in the following cases:**

1. absence due to illness, returning to work following sick leave (**via the appropriate department**),
2. change of address,
3. name change, changes to family status, (e.g. marriage certificate, children's birth certificates, etc.)
4. medical certificates for maternity leave



We ask that you please make sure that forms filed when returning to work following sick leave be submitted without delay to avoid missing the Revenue Office's deadline for continued remuneration.

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**Landesamt für Finanzen, Bezügestelle Arbeitnehmer, Postfach 100264, 95402 Bayreuth** is the payroll office responsible for salary payments for public employees; **Landesamt für Finanzen, Dienststelle Würzburg, Bezügestelle Besoldung, Ref. 51/02, Postfach 5209, 97002 Würzburg** is the payroll office responsible for salary payments for civil servants. Your status as a civil servants (*Beamte* Org. № 6123) or public employee (*Beschäftigte* Org. № 42.11) as well as your date of birth or registry number issued by Bayreuth's payroll office must be included on any requests submitted to the payroll office. Please note that any such requests must be received by the 5th of the month at latest in order for changes to take effect for the following month. **Civil servants'** salary and benefits payments are disbursed monthly via an automatic transfer on the last day of the month. **Public employees'** salary payments are disbursed monthly via an automatic transfer on the last day of the month. Salary payments must be transferred to a bank account – payment in cash is not permitted. The Revenue Office can provide further information regarding remuneration. You will find your contact at the payroll office listed on your payment report or by calling the *Bezügestelle für Arbeitnehmer in Bayreuth* 0921/8004-0 (if you are a public employee) or the *Bezügestelle Besoldung in Würzburg* 0931/4504-0 if you are a civil servant.

We ask that you send the following information directly to the payroll office (*Bezügestelle*) in Bayreuth from now on (please include your employee number and date of birth on all correspondence):

1. change of address or family status
2. change of bank account,
3. change of health insurance provider
4. changes to or applications for child benefits
5. changes to or applications for defined-contribution pension accounts (*vermögenswirksame Leistungen*)

↪ Working hours:

Full-time civil servants work 40 hours per week while public employees work 40.1 hours per week.

Special working hours can be established (in writing) for graduate assistants.

↪ Disability/ workers' compensation:

In case of disability, employees continue receiving salary payments in accordance with the legal regulations and the terms contained in the collective agreement for public sector employees.

↪ Social Security, supplementary pension (VBL):

The Social Security Code (*SGB*) governs the pension scheme, health insurance, long-term care insurance, and unemployment insurance for all public sector employees with the exception of civil servants. Health insurance and the pension scheme are laid out in the fifth and sixth books of the *SGB*, long-term care insurance is described in book 11 of the *SGB*, and unemployment insurance is governed by the Employment Promotion Act (*AFG*). The Terms and Conditions of VBL Insurance (*VBL*) contain provisions for the supplementary pension available to public sector employees.

↪ Work travel, work-related errands:

Prior authorization in writing is required for all work travel and work-related errands, especially in consideration of the liability arising in case of an accident. An application must be submitted in writing. Oral agreement will suffice if the work-related errand is within the city of Bayreuth. Accidents that occur during working times are covered by the terms of the Act Governing Civil Servants' Pensions and Allowances (*Beamtenversorgungsgesetz*) and statutory accident insurance. In case of injury, this includes treatment, occupational therapy, pension, funeral allowance, and widow's pension. Compensation will be paid for material damages. The cut-off date for claiming damages is 3 months following the event.

⇒ Costs arising from work travel:

If applied for in writing, compensation will be paid in accordance with the regulations of Bavaria's Travel Expenses Act (*Reisekostengesetz*) or the terms of the third-party fund provider.

⇒ Generally, Relocation costs can only be covered if the application is submitted and approved in advance of the move and the additional requirements are met.

Contact: Mr. Neustätter, Tel. 55-5862

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↳ Separation allowance:

Bayreuth's human resources office can provide further details concerning the requirements for being granted a separation allowance. An application must be submitted in writing.

Contact: Mr. Neustätter, Tel. 55-2892

↳ Apartments for public sector employees:

Capacity permitting, the Apartment Provisions Office (*Wohnungsfürsorgestelle*) of Bayreuth's local Revenue Office (Postfach 100264, 95402) can provide apartments for public sector (and university) employees, pursuant to certain regulations.

Contact: Mr. Neustätter, Tel. 55-5862

↳ Temporary apartment:

If certain requirements are met, an apartment which is not suitable for families can be approved by the Bavarian Ministry of Education as a *temporary apartment*. More information is available from your human resources department or from the Apartment Provisions Office.

↳ Allowances:

Allowances are generally reserved for civil servants. The details concerning allowances are governed by the *Beihilfevorschriften*. Allowances can only be granted if an application is submitted. Please be advised that you must ensure sufficient health insurance coverage during a leave of absence. The Allowances Office (*Beihilfestelle*) can provide further information regarding the effects this may have on allowances.

Contact: Landesamt für Finanzen, Dienststelle Bayreuth - Beihilfe -, **Address:** Postfach 10 01 51, 95401 Bayreuth **OR Street Address:** Tunnelstraße 2, 95448 Bayreuth, Tel. 0921/8004-0

↳ Advances:

If employees are forced to make expenditures that cannot be covered by their current earnings due to certain circumstances beyond their control, a money advance (at 0% interest) can be granted if a corresponding application is submitted.

Further details are available from the Revenue Office of Bayreuth (your contact and his or her telephone number can be found on your payment report).

↳ Defined-contribution pension account:

We advise you to request further information from the Revenue Office or your bank concerning the various pension saving plans available under German law and in conjunction with your employment. Such plans include savings plans (administered by savings banks and other banks) and savings agreements with home savings banks (*Bausparkassen*).

↳ Liability issues relating to public sector employees:

Public sector employees shall not assume liability for personal, material, or financial damages caused to third-parties while on official duty unless the damages resulted from deliberate intention or through gross negligence. While carrying out activities within the jurisdiction of Bavaria, public sector employees are liable for deliberate intention and all forms of negligence according to a decision by the the Federal Labour Court, with some restrictions applying to high-risk work (i.e. if applicable, public employees will not be held liable in cases of slight negligence, will be held fully accountable in cases of gross negligence, and will be held partially accountable in cases of mild negligence. The same applies to any damages a public employee may cause to the State of Bavaria.

↳ Using the telephones:

When using the office telephone, dial "9" to make work-related calls, and dial "0" to make private calls (this requires a PIN number). Calls which are made by dialing "0" are recorded as private calls; the resulting bills will be sent to you on a quarterly basis.

This applies to local calls and long-distance calls.

↳ Sending mail:

Please note that sending private mail via official (university) mail is prohibited. Documents for the Revenue Office (*LfF*) may be sent by official (university) mail.

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The most important legal regulations are listed below:

- ⇒ for instructors, academic civil servants, graduate assistants, and fixed-term academic civil servants: Bavaria's College and University Personnel Act (HSchPG)
- ⇒ for newly hired civil servants: College and University Personnel Act (HSchPG)
- ⇒ for all civil servants (academic and non-academic): Bavaria's Civil Servant Act (BayBG)
- ⇒ for public employees: Public Sector Collective Agreement on Länder (TV-L)

## University of Bayreuth – WORK SAFETY

New employees should be aware of the following information:

How do I reach

- the nearest fire alarm
- the nearest telephone
- the nearest fire extinguisher
- the nearest first-aid kit
- the nearest exit in case of emergency

The basics of first-aid in case of an accident

- remain calm
- call the emergency number 9-122 and report  
**WHERE** the injured person is located  
**WHAT** happened
- in case of an emergency outside normal office hours, activate the fire alarm

What to do in case of a fire

- remain calm
- saving lives takes priority over fighting the fire
- use the fire extinguishers to put out small fires
- activate the fire alarm to notify the fire department in case of serious fire. Emergency number: 9-112.

Accident on duty

- Have your supervisor report the event to the Safety Advisor as soon as possible.  
For further information, the Safety Advisor can be reached at -2112.

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