

## Hinweis: Makrotext zu 201 „Neueinstellung“



Albert-Ludwigs-Universität Freiburg . 79085 Freiburg

Herrn/Frau  
sva-akad.Titel sva-Vorname sva-Name  
sva-Beschäftigungsstelle  
sva-Abteilung  
H a u s p o s t

Albert-Ludwigs-Universität  
Freiburg

Zentralverwaltung

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Aktenzeichen:  
/ sva-Vorname sva-Name  
201

Bearbeitet von:  
SB

Freiburg, 13. Juni 2016

Your employment *in case of permanent contract*: from O<sup>1</sup> / *in case of fixed-term contract*: from O<sup>1</sup> to O<sup>1</sup> / *in case of contract of substitution*: from O<sup>1</sup> to presumably O<sup>1</sup> (sva-Beschäftigungsstelle, sva-Abteilung)

**O<sup>0</sup>(Ausländer)** **Vorab Hinweise für Sie als ausländische Mitarbeiterin/ausländischer Mitarbeiter:**  
*Wenn Sie Fragen haben oder Hilfe brauchen, ist Ihnen das Welcome-Center der Universität gerne behilflich; es unterstützt Sie auch in allen nicht-akademischen Angelegenheiten rund um Ihren Aufenthalt in Freiburg ([www.welcomecenter.uni-freiburg.de](http://www.welcomecenter.uni-freiburg.de)).*  
*Wir haben für Sie eine englischsprachige Übersetzungshilfe für dieses Anschreiben und den Arbeitsvertrag auf unserer Homepage [www.zuv.uni-freiburg.de](http://www.zuv.uni-freiburg.de) (Stichwort: Formulare / P201[e] und P211[e]) bereitgestellt. Die englischsprachige Fassung stellt keine individuelle wortwörtliche Übersetzung dar, sondern enthält alle für eine Vertragsgestaltung möglichen Textbausteine. Durch die Nummerierung der einzelnen Passagen beider Versionen ist die individuelle Übersetzung aber leicht zu bewerkstelligen.*

*Alle Einstellungsvordrucke sowie sonstigen Personalvordrucke (P...-Vordrucke oder LBV-Vordrucke) finden Sie unter [www.zuv.uni-freiburg.de/formulare](http://www.zuv.uni-freiburg.de/formulare), viele davon auch als englischsprachige Übersetzungshilfe. Sie erkennen die englischsprachigen Fassungen an einem "(e)" hinter der Vordrucknummer, z.B. P 22(e) oder LBV 42101(e). Zum Ausfüllen von Vordrucken ist aber immer die deutschsprachige Fassung zu benutzen.*

*To begin with, some information for foreign employees:  
If you have questions or you need assistance, the Welcome Center of University is glad to help you; it also supports you in all non-academic matters concerning your stay in Freiburg ([www.welcomecenter.uni-freiburg.de](http://www.welcomecenter.uni-freiburg.de)).*

*English versions of this letter and the contract are available on our homepage [www.zuv.uni-freiburg.de](http://www.zuv.uni-freiburg.de) (option 'forms'/P201[e] and P211[e]). The English version of the contract is not an individual word-for-word translation but it lists all the text modules that may be used in the contract. With the help of the numbering of the individual passages, you can easily work out your individual translation.*

*All recruitment forms and other personnel forms (P...-forms or LBV-forms) are available on our homepage [www.zuv.uni-freiburg.de/formulare](http://www.zuv.uni-freiburg.de/formulare), some of them as English versions. English versions are marked by an (e) behind the form number, for example P22(e) or LBV 42101(e). Please complete and sign the German version.*

Dear Ms/Mr sva-akad.Titel sva-Name,

- 1 The University of Freiburg intends to employ you *in case of permanent contract*: from O<sup>1</sup> / *in case of fixed-term contract*: from O<sup>1</sup> to O<sup>1</sup> / *in case of contract of substitution*: from O<sup>1</sup> to presumably O<sup>1</sup>, provided that the personal qualifications are fulfilled and will be proven with the missing documents (if applicable listed below).

**P 201[e]** (04/2016) Note on the English version: The official language is German, in case of doubt, the German version shall prevail.

- 2 O<sup>2</sup> You will be employed under the reservation that you have filed an unemployment claim with the Agentur für Arbeit (please confirm on the enclosed form and return immediately or bring it along when signing the contract). If you have not yet filed an unemployment claim with the Agentur für Arbeit, please do so immediately using the enclosed *Anmeldebogen* of the Arbeitsagentur Freiburg, Arbeitgeberteam 241.
- 3 You will be assigned to the above-mentioned university facility to work as O<sup>3</sup> sva-Dienstbe-zeichnung/O<sup>3</sup> temporary (student) help/O<sup>3</sup> .....
- 4 The employee will be charged with tasks according to remuneration group O<sup>4</sup> TV-L. O<sup>4</sup> Due to previously completed times, remuneration will be effected according to remuneration group O<sup>4</sup> TV-L.
- 5 O<sup>5</sup> Until submission of a scientific leaving certificate, remuneration will be paid according to remuneration group 12.
- 6 O<sup>6</sup> Remuneration will be based on the level O<sup>6</sup>. O<sup>6</sup> The assignment of level is effected with reservation that all attributable periods of relevant professional experience have been documented or supporting documents will be presented. O<sup>6</sup> If the future final verification shall produce a different level assignment, this will be specified in your pay slip. O<sup>6</sup> In addition, from O<sup>1</sup> on you will be granted a preliminary level in terms of § 16 par. 5 TV-L in the form of a bonus limited until O<sup>6</sup>/ unlimited amounting to O<sup>6</sup> €. From O<sup>6</sup>, this bonus will amount to O<sup>6</sup> € / O<sup>6</sup> – limited until O<sup>6</sup>. The preliminary granting of this bonus can be revoked at any time. The payment of the bonus does not modify your level assignment. A possible upgrading to the next higher regular level takes place regardless of the bonus payment.
- 7 Your salary will be paid by the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV), 70730 Fellbach, www.lbv.bwl.de.
- 8 O<sup>7</sup> At present, the regular working time amounts to 39 hours 30 min./week. O<sup>7</sup> The working time for part-time employees is calculated accordingly. In your case of a part-time employment of 50% of the average regular weekly working time of a full-time employee, this amounts to presently 19 hours 45 min./week. O<sup>7</sup> The working time for part-time employees is calculated accordingly. In your case of a part-time employment of O<sup>7</sup>% of the average regular weekly working time of a full-time employee, this amounts to presently O<sup>7</sup> hours O<sup>7</sup> min. per week./O<sup>7</sup> or O<sup>7</sup> hours O<sup>7</sup> min. per month. In case of reduction or increase of the weekly working time caused by collective agreement provisions or other reasons, the number of hours will be modified accordingly.

9a O<sup>8</sup> Var1 Before the commencement of work, you are requested to come to the University Library to sign the contract of employment - after having made an appointment by telephone. You will then receive one countersigned copy of the contract of employment for your files.

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Prior to signing the contract, you should carefully study the enclosed draft contract. If you have any questions as to contents or form, please do not hesitate to contact your clerk in the staff department.

9b O<sup>8</sup> Var2 Before the commencement of work, you are requested to call on the staff department - after having made an appointment by telephone (office hours 8.00 - 12.00 o'clock). When you start work, please present this contract at your place of work. You cannot start work without a countersigned contract of employment.

Hinweis:  
Vertrags-  
entwurf:  
Stempel

Prior to signing the contract, you should carefully study the enclosed draft contract. If you have any questions as to contents or form, please discuss them with your clerk on the date fixed.

9c O<sup>8</sup>Var3 Please sign both copies of the contract and return them immediately. Before the commencement of work, you will receive one countersigned copy. When you start work, please present this contract at your place of work. You cannot start work without a countersigned contract of employment.

Prior to signing the contract, you should carefully study the enclosed draft contract. If you have any questions as to contents or form, please do not hesitate to contact your clerk in the staff department on the date fixed.

10 O<sup>9</sup> In order to complete your personnel records, I also need the following document/s:

O<sup>9</sup> - LBV 42101: Erklärung zur Auszahlung der Bezüge (declaration on the payment of salaries and wages)

O<sup>9</sup> - LBV 42101s: Erklärung zur Sozialversicherung (declaration on social insurance)

O<sup>9</sup> - LBV 42101z: Erklärung zur Zusatzversorgung (declaration on supplementary benefit)

O<sup>9</sup> - Certificate of membership of your health insurance or copy of health card

O<sup>9</sup> - Studienbescheinigung O<sup>9</sup> (confirmation of enrolment)

O<sup>9</sup> - Supporting document/s (e.g. certificates) for all your relevant professional experience for the purpose of taking them into account when assigning a level (...employed from ... to ... as ... at ...), if you have not already presented these documents

O<sup>9/23</sup> - .....

O<sup>9</sup> - Aufenthalts- bzw. Niederlassungserlaubnis von der Ausländerbehörde (residence permit or settlement permit issued by the aliens department)

O<sup>9</sup> - Arbeiterlaubnis von der Ausländerbehörde (work permit issued by the aliens department)

O<sup>9</sup> - Certified copies of the university degrees you obtained (normally the bachelor and master and if applicable the doctorate) as well as certified copies of the translation, if the university degrees are not in either French, English, Italian or Spanish

O<sup>9</sup> - Copies of the transcript of courses (transcripts/reussites/academic record/ index etc.) of all academic years

O<sup>9/2</sup> Arbeitslosmeldung (registration as unemployed) (because of substitution for part-time employment prior to retirement) with the completed enclosed Anmeldebogen of the Arbeitsagentur: Please use this form to file an unemployment claim with the Agentur für Arbeit in Freiburg, Arbeitgeberteam 241, if you have not yet done so

O<sup>9/2</sup> Confirmation of your registration as unemployed with the Agentur für Arbeit: Please complete the enclosed form and return it immediately to the staff department or present it when signing the contract

11 At the commencement of work, you will receive an "Acknowledgement of receipt" (form P7) with the enclosures. Please return this form and if necessary all the required additional forms duly completed and signed to the staff department - all the earlier the LBV can authorize the payment of your full remuneration.

12 O<sup>10</sup> You are subject to compulsory insurance in the supplementary old age provision of the employee retirement fund of the Federal and the Laender (Versorgungsanstalt des Bundes und der Länder (VBL)). Information on the existing old age provision options of the VBL is available under [www.vbl.de](http://www.vbl.de) (current statutes, VBL-Infos, VBLspezial, etc.).

Research assistants at universities and research facilities who are employed for a fixed term not exceeding 5 years and who up to now have no compulsory insurance periods in the supplementary old age provision can be released from the obligation to take out insurance by means of a request in writing. This request has to be submitted sent within **2 months after the commencement**

**of the employer/employee relationship.** You will receive the required form when starting work at your place of work. Information on the release from the obligation to take out VBL insurance is available under [www.vbl.de](http://www.vbl.de) (Service/Informationen/VBLspezial/ Wissenschaftler/Befristete wissenschaftliche Tätigkeit an Hochschulen...).

- 13 O<sup>11</sup> You are entitled to holidays for O<sup>11</sup> the calendar year O<sup>11</sup> / O<sup>11</sup> the time from O<sup>11</sup> to O<sup>11</sup> amounting to a total of O<sup>11</sup> days / O<sup>11</sup> or O<sup>11</sup> hours O<sup>11</sup> minutes.
- 14 O<sup>12</sup> Please have your former employer complete the enclosed holiday certificate and submit it at your new place of work.
- 15 Our homepage ([www.zuv.uni-freiburg.de/Service](http://www.zuv.uni-freiburg.de/Service) A-Z/Neu im Dienst der Universität) lists helpful information as to your new place of work, the required forms for new employees, the topics relocation, apartment hunting and arrival, child care etc.
- 16 The university periodically offers information gatherings titled "Arbeitsplatz Universität: Einführung für neue Beschäftigte" (Working at the university, introduction for new employees) and you are cordially invited to attend. The university management strongly recommends this event. You will be given a survey of the university structures and the important contact persons and can meet some of them. Please register for the next gathering as soon as possible so your superior can release you from work for that time. For details and registration see the internet address of the University of Freiburg in the enclosed flyer.
- 17 One important note at the end:  
Within the frame of the company pension scheme, the collective agreement allows you to take care of your retirement provision enjoying tax privileges by voluntarily paying contributions to the Versorgungsanstalt des Bundes und der Länder (VBL). Application forms and information (= VBLextra or VBLdynamik) are available on the VBL homepage ([www.vbl.de/Versicherte/Freiwillige Versicherung](http://www.vbl.de/Versicherte/Freiwillige_Versicherung)).

Yours faithfully

sva-Sachbearbeiter/in

#### Enclosure/s

- 9a O<sup>8</sup>Var1 Draft contract of employment
- 16 Flyer listing the dates of the next orientation events for new employees
- 14 O<sup>12</sup>Urlaubsbescheinigung (holiday certificate)
- 2 O<sup>2</sup>Anmeldebogen der Agentur für Arbeit, use this to file an unemployment claim with the Agentur für Arbeit - if you have not yet done so
- 2 O<sup>2</sup>Form confirming your registration as unemployed with the Agentur für Arbeit
- 9b O<sup>8</sup>Var2 Draft contract of employment
- 16 Flyer listing the dates of the next orientation events for new employees
- 14 O<sup>12</sup>Urlaubsbescheinigung (holiday certificate)
- 2 O<sup>2</sup>Anmeldebogen der Agentur für Arbeit, use this to file an unemployment claim with the Agentur für Arbeit - if you have not yet done so
- 2 O<sup>2</sup>Form confirming your registration as unemployed with the Agentur für Arbeit

9c **O<sup>8</sup>**Var3 Contract of employment - 2 copies

16 Flyer listing the dates of the next orientation events for new employees

14 **O<sup>12</sup>**Urlaubsbescheinigung (holiday certificate)

2 **O<sup>2</sup>**Anmeldebogen der Agentur für Arbeit, use this to file an unemployment claim with the Agentur für Arbeit - if you have not yet done so

2 **O<sup>2</sup>**Form confirming your registration as unemployed with the Agentur für Arbeit