

# Hinweis: Makrotext zu 202 „Weiterbeschäftigung“



Albert-Ludwigs-Universität Freiburg . 79085 Freiburg

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

Albert-Ludwigs-Universität  
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Aktenzeichen:  
/ sva-Vorname sva-Name  
202

Bearbeitet von:  
SB

Freiburg, 13. Juni 2016

**O<sup>A</sup> Your employment / O<sup>A</sup> Increase of your part-time 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 ein Hinweis für Sie als ausländische/r Mitarbeiter/in:**  
*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 / P202[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'/P202[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 will 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*

**P 202[e]** (04/2016) Note on the English version: The official language is German, in case of doubt, the German version shall prevail.

Weiterbeschäftigung +  
Aufstockung

nur  
Aufstockung

presumably  $O^1 O^A$  in addition to your present part-time employment with additional  $O^{1a}$  % of the working time of a corresponding full-time employee.  $O^A$  This means additional  $O^{1a}$  hours  $O^{1a}$  min. per week /  $O^{1a}$  or  $O^{1a}$  hours  $O^{1a}$  min. per month. In case of a reduction or increase of the weekly working time caused by collective agreement provisions or other reasons, the number of hours will be modified accordingly. In this additional employment  $O^{1a}$ , you will be assigned to the above-mentioned university facility  $O^2$  to work as  $O^2$  sva-Dienstbezeichnung/ $O^2$ (student) help/ $O^2$ .....

nur  
Aufstockung

2 In this additional employment,  $O^A$  you will be charged with tasks according to remuneration group  $O^3$  TV-L.  $O^3$  Due to previously completed times, remuneration will be effected according to remuneration group  $O^3$  TV-L.

3  $O^4$  Until submission of a scientific leaving certificate, remuneration will be paid according to remuneration group 12.

4 Your salary will be paid by the Landesamt für Besoldung und Versorgung Baden-Württemberg (LBV), 70730 Fellbach, www.lbv.bwl.de.

5  $O^5$  At present, the regular working time amounts to 39 hours 30 min./week.  $O^5$  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.  $O^5$  The working time for part-time employees is calculation accordingly. In your case of a part-time employment of  $O^5$ % of the average regular weekly working time of a full-time employee, this amounts to presently  $O^5$  hours  $O^5$  min. per week /  $O^5$  or  $O^5$  hours  $O^5$  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.

nur  
Weiter-  
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6a  $O^6$  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.

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 do not hesitate to contact your clerk in the staff department.

6b  $O^6$  Var2 Before the commencement of work, you are requested to call on the staff department - after having made an appointment by telephone (office hours from 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 at the appointed time with your clerk in the staff department.

6c  $O^6$  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.

- 7 O<sup>7</sup>In order to complete your personnel records, I also need the following document/s:
- O<sup>7</sup> - LBV 42101v: Vereinfachte Erklärung zur Auszahlung der Bezüge, zur Sozialversicherung und zur Zusatzversorgung (basic declaration on the payment of salaries and wages and on supplementary benefit)
  - O<sup>7</sup> - LBV 42101: Erklärung zur Auszahlung der Bezüge (declaration on the payment of salaries and wages)
  - O<sup>7</sup> - LBV 42101s: Erklärung zur Sozialversicherung (declaration on social insurance)
  - O<sup>7</sup> - LBV 42101z: Erklärung zur Zusatzversorgung (declaration on supplementary benefit)
  - O<sup>7</sup> - P 3: Einverständniserklärung zur elektronischen Übermittlung der privaten Adresse an das LBV (consent form on the electronic transmission of the private address to the LBV)
  - O<sup>7</sup> - Certificate of membership of your health insurance or copy of health card
  - O<sup>7</sup> - Studienbescheinigung O<sup>7</sup> (confirmation of enrolment)
  - O<sup>7</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 yet presented these documents
  - O<sup>7/20</sup> - .....
  - O<sup>7</sup> - Aufenthalts- bzw. Niederlassungserlaubnis von der Ausländerbehörde (residence permit or settlement permit issued by the aliens department)
  - O<sup>7</sup> - Arbeiterlaubnis von der Ausländerbehörde (work permit issued by the aliens department)
  - O<sup>7</sup> - Certified copies of the university degrees you obtained (normally the bachelor and the 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>7</sup> - Copies of the transcript of courses (transcripts/reussites/academic record/ index etc.) of all academic years
- 8 O<sup>8</sup>You are subject to compulsory insurance in the supplementary old age provision of the employee retirement fund for the Federal and the Länder (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 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 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...).
- 9 O<sup>9</sup> You are entitled to holidays for O<sup>9</sup>the calendar year O<sup>9</sup> / O<sup>9</sup>the time from O<sup>9</sup> to O<sup>9</sup> amounting to a total of O<sup>9</sup> days. / O<sup>9</sup>or O<sup>9</sup> hours O<sup>9</sup> minutes.
- 10 O<sup>10</sup>Please have your former employer complete the enclosed holiday certificate and submit it at your new place of work.
- 11 If applicable, verify the validity of your Unicard!  
 If your Unicard expires before the end of the present contract, send it to your clerk in the staff department for extension.

12 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 homepage of the VBL ([www.vbl.de/Versicherte/Freiwillige Versicherung](http://www.vbl.de/Versicherte/Freiwillige_Versicherung)).

Yours faithfully

sva-Sachbearbeiter/in

**Enclosure/s**

- 6a <sup>6</sup>Var1 Draft contract of employment  
10 <sup>10</sup>Urlaubsbescheinigung (holiday certificate)
- 6b <sup>6</sup>Var2 Draft contract of employment  
10 <sup>10</sup>Urlaubsbescheinigung (holiday certificate)
- 6c <sup>6</sup>Var3 Contract of employment - 2 copies  
10 <sup>10</sup>Urlaubsbescheinigung (holiday certificate)