



**INFORMATION LEAFLET FOR ACADEMIC STAFF AND LECTURER WITH SPECIAL FUNCTION  
(PAY SCALE EMPLOYEES) AT PADERBORN UNIVERSITY  
VERSION DATED 01/2024**

*Please note that this leaflet contains only an overview of relevant topics concerning the employment relationship of academic staff. For academic staff (pay scale employees) employed at Paderborn University the basic employment relationship is subject to legal provisions, which are stipulated in the State Collective Wage Agreement for Public Sector Employees (TV-L), the German Act on Fixed-Term Research Employment Contracts for Academic Staff (WissZeitVG) and other laws.*

### **Occupational health care for screen work**

In principle the occupational health care must be arranged by the employer before starting work and offered at regular intervals. This also includes the offer of preventive care for screen work. If you have any questions about offers, please contact [Department 5.3 Occupational Safety, Health and Environmental Protection](#).

### **Working hours**

The average number of regular working hours for academic pay scale employees is currently 39 hours and 50 minutes per week for full-time employment.

For part-time employment, the weekly working hours are reduced in accordance with the employment contract. The distribution of the weekly working hours is generally aligned with teaching and research requirements and must be coordinated with the employee's supervisor. The regulations of the Working Hours Act must be observed.

### **Employee identity card**

Employees have the option of having a combined [identity / library card](#) issued. The application is made via the [IMT service portal](#).

### **Place of work**

Duties are generally performed at Paderborn University. If you have any questions regarding applications for relocation, please contact the [Human Resources Department – Section 4.2](#).

Mobile working is intended to create opportunities to make work organisation more flexible in the interests of the department and employees. Employees have the opportunity to make use of mobile working under certain conditions. In addition to regular mobile working, there is also the option of situational mobile working, i.e. mobile working in irregular cases of need. Further information on this can be found in the [service agreement](#). If you have any questions about mobile working, please contact the [Human Resources Department – Section 4.5](#).

### **Business trips**

Business trips must be applied for on the appropriate forms after consultation with the supervisor in good time before the start of the trip and may only be undertaken after approval (for insurance reasons, among others). The Paderborn University Travel Expenses Office in Section 4.1 of the Human Resources Department is responsible for authorising business trips. If you have any questions about business trips, please contact the [Human Resources Department – Section 4.1](#).

**Please note:** In the case of a business trip abroad to carry out the activities assigned under the employment contract, social security and labour law regulations must be observed in the run-up to the business trip within the framework of the so-called posting. It is therefore essential to submit a business trip application to the Travel Expenses Office via your supervisor in good time.

## Remuneration

The calculation and payment of the salary (including the annual special payment) is carried out by the [NRW State Office for Salaries and Pensions \(LBV Landesamt für Besoldung und Versorgung NRW\)](#). The salary is usually paid at the end of the month. Only the LBV can provide information on questions relating to remuneration.

**Please note:** After the employment contract has been concluded, the LBV will be informed by the HR department. The LBV usually requires a processing time of up to 6 weeks for the first payment of salary, so there may be delays in the first payment of salary.

The employee is obliged to check the remuneration notifications carefully. Furthermore, there is an obligation to notify the HR department and the LBV immediately in writing of any changes in personal circumstances (e.g. change of marital status, change of address, bank details, birth of a child, etc.). For changes of address and bank details please use the [form](#).

## Holiday leave

Academic staff are entitled to paid holiday leave each calendar year. For employees who work a five-day week, the holiday entitlement is currently 30 working days per calendar year; one twelfth for each full month of employment. In the case of part-time employment, the distribution of working hours must be communicated to the HR department upon [application](#).

Several disabled employees are entitled to additional holiday leave.

Applications for holiday leave must be submitted to the [Human Resources Department – Section 4.3](#) – after consultation with the supervisor. The holiday leave may only be taken after approval.

## Child benefits

Child benefit is paid by the Family Benefits Office of the Federal Employment Agency. If you have any questions about child benefit, please contact the Family Benefits Office responsible for you. Responsibility depends on the place of residence or ordinary residence of the person entitled to child benefit. The Family Benefits Office in Detmold is responsible for people who are resident or ordinarily resident in Paderborn. Further information can be found on the website of the [Federal Employment Agency](#).

## Sick note

In cases of illness, the employee must inform the responsible department and the HR department ([krankmeldungen-wp@zv.upb.de](mailto:krankmeldungen-wp@zv.upb.de)) immediately and state how long the incapacity for work is expected to last. If the incapacity for work lasts longer than three calendar days, a doctor's certificate of incapacity for work must be submitted on the first working day thereafter ([notification form for the electronic certificate of incapacity for work](#)). The responsible department and the HR department must also be informed immediately of the resumption of work. If you have any questions about reporting sick, please contact the [Human Resources Department – Section 4.3](#), which publishes additional [information on rights and obligations in the event of illness](#).

## Secondary activity / employment

A secondary activity is any activity that is carried out outside the employment relationship within and outside the public service. Secondary employment may not be pursued without prior notification. Please refer to the [information page for information and regulations on the notification of secondary employment](#).

### **Severe disability**

Severely disabled persons within the meaning of the [Directive on the German Social Security Code \(SGB\) IX](#) are those severely disabled and equivalent disabled persons in accordance with the provisions of SGB IX. Proof of severe disability is provided by the identification card as defined in Section 152 (5) SGB IX. Official assessments, certificates and other documents may also be used as proof of disability. Proof of status equivalent to that of a severely disabled person is provided by the Federal Employment Office.

For any further questions relating to other implications of the severely disabled person status, please contact the [Severely Disabled Persons Representative](#) at Paderborn University. The Severely Disabled Persons Representative can be contacted at [sbv@upb.de](mailto:sbv@upb.de) and will be informed about the existence of the respective severely disabled status by the HR department.

### **Time sheet proof for third-party funded projects**

If academic staff are working on a third-party funded project that requires a time sheet to be kept, it must be ensured that any absences (e.g. holiday and sick leave) match the information and dates in the records of the relevant dean's office or institute management office and Human Resources Department. In case of further questions regarding time sheet proof please contact the [External Funds Management](#) at Paderborn University.

### **Capital forming benefits**

Pay scale employees at Paderborn University are according to Section 23 (1) TV-L entitled to capital forming benefits in alignment with the German Capital Formation Act in its currently applicable version. The employment contract duration must be at least six months.

Full-time employees receive € 6.65 in capital forming benefits for each full calendar month as an employer contribution. For part-time employees the relative employer contribution is calculated according to the working hours. The entitlement to capital forming benefits begins in the month that the employee provides the required information to the employer in writing and for the two months preceding the written notification.

Capital forming benefits are not income subject to subsidiary pension contributions.

*If you have any questions, please contact your HR representative.*

*Further information is available on the Paderborn University website:*

<https://www.uni-paderborn.de/en/zv/4-2>