

# U N I K A S S E L V E R S I T Ä T

Name, first name

Department/Division

– Step assignment non-scientific service – attachment to  
the recruitment application for EG 2 – 15

– Professional experience of non-scientific employees –.

**Notes:**

This form is used to determine the previous work experience of all employees in pay groups 2 – 15.

With this form, you yourself provide information on your previous work experience, whereby the head of the university institution must additionally confirm on the second page of the form whether it is considered relevant in the sense of the collective agreement. In fact, the work experience can only be credited if it is relevant in the sense of the collective bargaining agreement<sup>1</sup>. The relevant professional experience that you bring with you determines the level within the pay group and is therefore decisive for the level of remuneration. The decisive legal basis is § 16 para. 2 in conjunction with § 40 No. 5 TV-H.

As a rule, only periods spent in an employment relationship (within the meaning of general labor law) count as professional experience. Self-employed activities cannot be taken into account. Likewise, training or trainee relationships, contracts for work and services, honorary contracts and teaching assignments cannot be recognized. Furthermore, no distinction is made between national and international professional experience; professional experience gained abroad therefore also counts.

Further instructions for level assignment can be found on page 3 of the form (please do not print it out).

Work experience <span style="float: right;">– please state exact date –</span>				
<i>Salaried employees/employment relationships (also outside the public service), civil service relationships, also abroad</i>				
No.	from	to	At (employer)	Type (employment relationship)

<sup>1</sup>Relevant professional experience is professional experience in the assigned activity or in an activity corresponding to the task. This is deemed to be the case if the previous activity is continued essentially unchanged. However, an identical or similar activity may also be sufficient, provided that it corresponds to the classification in terms of value. The decisive factor is whether the knowledge and skills required for the previous activity and the knowledge and experience acquired there are also typically required for the new activity and characterize it; both activities must be at least similar in terms of their scope and level. The benchmark is the task specifically associated with the new activity.

Please provide your information very carefully in order to avoid queries and attach supporting documents. After reviewing the above information, the Human Resources Department will decide on the length of professional experience to be credited and will determine the step within the pay grade.

Special note: Untrue statements may lead to a challenge of the employment contract and/or the reclaiming of remuneration.

\_\_\_\_\_  
(place, date)



\_\_\_\_\_  
Signature employee  
(By signing, the undersigned confirms the existing professional periods completed).



\_\_\_\_\_  
Details of the head of the facility:

Special note for the head of the facility: Please take the assessment of the "relevant professional experience" conscientiously, since the level of remuneration and thus the budgetary burden depends on this.

- I certify that the following sequence numbers (see pages 1 and 2) are relevant work experience as defined in the Collective Bargaining Agreement.

Substantiation:

Relevant professional experience is professional experience in the assigned activity or in an activity related to the task. This is deemed to be the case if the previous activity is continued essentially unchanged. However, an identical or similar activity may also be sufficient, provided that it corresponds to the classification in terms of value. The decisive factor is whether the knowledge and skills required for the previous activity and the knowledge and experience acquired there are also typically required for the new activity and characterize it; both activities must be at least similar in terms of their scope and level. The benchmark is the task specifically associated with the new activity.

- Relevant work experience cannot be confirmed.

Additionally only for employees of EG 9 to 12

Provided relevant work experience can be confirmed:

- I certify that the non-scientific employee will make a significant contribution in the performance of his/her new duties in the planning, preparation, implementation, evaluation and/or assessment of scientific projects.

Irrespective of the above provisions, the Human Resources Department reserves the right to check the relevant professional experience on its own responsibility and, if necessary, to evaluate it differently.

\_\_\_\_\_  
(place, date)



\_\_\_\_\_  
Name and signature of the head of the facility

Supplementary notes on level assignment:

Due to a special regulation for universities, the following applies: If employees are hired in pay groups 13 to 15, periods of relevant work experience at other universities or non-university research institutions (e.g. Max Planck Institutes, Fraunhofer Institutes, Leibniz Institutes) as well as at the University of Kassel are generally recognized. Civil servant positions can also be credited. Interruptions of employment relationships of up to three years are harmless. The same applies to employees in pay groups 9 to 12 if they (in future) make a significant contribution to the planning, preparation, implementation, evaluation and/or assessment of scientific projects. These requirements depend on the activity to be transferred.

Without relevant work experience, assignment is to Level 1.

If previous periods are available which were not completed at a university or research institution, this generally applies to all pay groups:

If employees are hired in pay groups 2 to 15, periods of relevant professional experience of at least one year from a previous fixed-term or permanent employment relationship with the State of Hesse shall be counted accordingly when determining the step. Periods of civil service employment may not be counted. However, if there is an interrupted period of more than six months (12 months for scientists) between the end of the last employment relationship and the beginning of the new employment relationship with the University of Kassel, the previous periods can no longer be counted. Furthermore, only the last employment relationship can be taken into account, not several successive employment relationships. An exception to this rule are the so-called chain employment contracts, which are employment relationships that immediately follow each other.

If the relevant professional experience with another employer of at least one year is available, the employee is placed in step 2. Interruptions of up to three years are irrelevant. If necessary, non-creditable periods with the state may also be taken into account here and also lead to step 2. Periods of civil service employment cannot be credited. However, professional experience of more than three years can only be taken into account for recruitment from 01.04.2013 for level 3 and higher.