

U N I K A S S E L V E R S I T Ä T

Name, first name

Department/Division

– Step assignment scientific service –
attachment to the recruitment application for
EG 13 – 15

– Prior service and professional experience of scientists –.

Notes:

This form is for all EG 13 – 15 employees to determine prior work experience and to determine prior service for the term review.

With this form, on the one hand, you yourself provide information on your previous work experience, whereby the head of the university institution must additionally confirm on the third page of the form whether it is considered relevant in the sense of the collective agreement. Work experience may be credited only if it is relevant as defined in the collective bargaining agreement¹. The relevant work experience you bring with you determines the level within the pay group and is therefore decisive for the level of pay. The decisive legal basis is § 16 Para. 2 in conjunction with § 40 No. 5 TV-H.

Professional experience generally includes periods of employment (within the meaning of general labor law). Self-employed activities cannot be taken into account. Likewise, training or trainee relationships, contracts for work or fees, teaching assignments and scholarship periods cannot be recognized. No distinction is made between national and international professional experience, so that professional experience acquired abroad is also counted.

For further instructions on level assignment, please refer to page 4 of the form (please do not print it out).

The information on previous periods of service is also required for checking the duration of the fixed-term contract in accordance with the Wissenschaftszeitvertragsgesetz (WissZeitVG).

In particular, all fixed-term employment relationships with a German university (including the University of Kassel) or a state or state (co-)financed research institution (e.g. Max Planck Society, Fraunhofer Society) must be stated; in addition, all private service contracts with professors or other members of a university. Furthermore, all fixed-term civil service contracts and all periods of employment as a research assistant (not as a student assistant) must be indicated. All periods of junior professorship in the employment or civil service relationship must also be stated. In addition, previous periods of employment with other national and international employers must be stated.

Previous periods of service or work experience – please state exact date –

<i>Employment relationships (also outside the public sector), civil service relationships, private employment relationships, periods as a research assistant, etc. Auxiliary</i>				
No.	from	to	Std./Week	at

¹ 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 yardstick is the task specifically associated with the new activity.

Continued				
<i>Employment relationships (also outside the public sector), civil service relationships, private employment relationships, periods as a research assistant, etc. Auxiliary</i>				
No.	from	to	Std./Week	at

Information on university degrees and doctorates

- a) Date of first professional college degree:
 b) Date of first academic university degree:
 c) Start of doctoral studies/enrollment as a doctoral candidate:

Note: The start of the doctorate is considered to be the date on which the doctoral topic and project were agreed upon or the date of enrollment as a doctoral candidate according to § 21 para. 1 HRGÄndG.

Doctorate already completed?

Yes , oral examination taken on

No

I have worked in the period from to received a scholarship as a doctoral student.

I have worked in the period from to worked on my doctorate without employment.

Please provide your information very carefully to avoid queries and attach supporting documents (e.g. employment contracts). After checking the above information, the HR department will decide on the length of professional experience to be credited and determine the step within the pay group. In addition, the possible fixed-term duration of your employment contract will also be determined.

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 before.

Periods as a research assistant cannot be recognized as relevant professional experience. The staff of the Human Resources Department will be pleased to provide further information. Recognition may be considered if the personnel requirements cannot be adequately covered in terms of quantity or quality, which may have to be proven by means of a job advertisement. The regulation is intended to make it easier for you to deal flexibly with any difficulties in recruiting personnel.

- 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.

Irrespective of the above stipulations, the Human Resources Department reserves the right to check the relevant professional experience under 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 the University of Kassel, other universities or non-university research institutions (e.g. Max Planck Institute) are generally recognized. Civil service employment 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 there are previous periods that were not completed at a university or research institution, this generally applies to all pay groups:

If employees are hired in pay groups 2–15, 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. 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. Civil service employment cannot be taken into account. 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.