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# U N I K A S S E L V E R S I T Ä T

## INFORMATION ABOUT THE EMPLOYMENT RELATIONSHIP



Dutch square

## INFORMATION FOR ALL EMPLOYEES OF THE UNIVERSITY OF KASSEL

(as at 01.08.2019)

Publisher: Department of Human Resources  
and Organization University of  
Kassel  
Mönchebergstr. 19  
34109 Kassel

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Dear Ladies and Gentlemen!

I would like to pass on various information to you on the subject of "employment relationship". However, I would like to expressly point out that this is only a selection and is therefore not exhaustive. Furthermore, I would like to point out that every employee must inform himself/herself about the contents of the employment relationship (ignorance does not protect against possible disadvantages!).

The Collective Agreement for the Public Service of the State of Hesse (TV-H) with the related regulations can be viewed in the Personnel and Organization Department and in the University Library.

If you have any further questions, please do not hesitate to contact your personnel officer:

Thomas Lauterbach (III C 10) Room 2130, Tel. 2175 FB 02, FB 10 Dean's Office, Physics,  
Mathematics, CINSat

Michael Cebulla (III C 11) Room 2110Tel . 2179 FB 05, 16,  
UniWorkshops,  
UniKasselTransfer  
CESR

Birgit Reinhard (III C 12) Room 1150\*Tel . 2481 Central Administration (excluding  
University-  
Office for Women and Equal  
Opportunity, Office of the Staff Council,

Angelika Wohlgemuth (III C 14) Room 2135Tel . 2150 FB 11, 14, Library, DomFra,  
Psychotherapeutic Counseling  
Center of the Student Union

Gert Utech (III C 15) Room 2180Tel : 3778FB 06, FB 10 Biology, Chemistry,  
University Reference Office, IT  
Service Center, Teaching Service  
Center, Intern. Study Center

Michael Schneider (III C 16) Room 2120Tel : 3846FB 07, 15, INCHER.

N.N. (III C 17) Room 2190Tel. : 2320

Bianka Botte (III C 18)

Room 2170Tel . 3937FB 01,

Unit f. School Practical Studies,  
Center for Teacher Education

(\* ) These offices are located in the building Mönchebergstr. 19 b, which can be reached via the entrance Mönche- bergstr. 19 / level 2. OG (Department of Personnel and Organization).

Please contact the clerks listed under the various items in good time in advance if you have any questions regarding these subject areas.

In addition, the Staff Council, the Women's and Equal Opportunity Officer and the Disabled Persons' Representative of the University of Kassel are available at any time to protect your interests.

Underlined words or parts of sentences are to be understood as a special reference or also as a reference to extra information on this keyword.

Since future changes will also be incorporated, I am grateful for critical suggestions (e.g. additions).

Yours sincerely, On

behalf of

Head of the Personnel and Organization Department

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### ***Change in personal circumstances***

Changes in personal status (e.g. birth of a child, marriage, divorce) must be reported to the Personnel and Organization Department with the corresponding original documents. Changes in residential address and bank details must also be reported. You will find a corresponding form on the intranet pages of the Personnel and Organization Department.

### ***Incapacity to work***

All employees are obligated to immediately inform their immediate supervisor of any incapacity for work and its expected duration. In the event of a prolonged illness, a medical certificate confirming the incapacity for work and its duration must be submitted no later than the 4th day (receipt by the University of Kassel). (Weekends are included if the incapacity for work exists from Thursday or Friday and continues on Monday!)

### ***Industrial accident***

All occupational accidents (including commuting accidents to and from the workplace) must be reported immediately to the Human Resources and Organization Department. The relevant forms are available on the intranet pages of the Human Resources and Organization department.

### ***Industrial safety and protective clothing***

Personal protective equipment (respiratory protection, protective clothing, etc.) may be provided to state employees for certain work in laboratories, workshops, etc.

Processing: Ms. Ebert, Department of Construction, Technology, Real Estate;  
Tel. 3812

### ***Working time***

Regulation on this can be found in the service agreement. Available on the Internet at the address

[www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/mitteilungsblatt/MTB\\_Sys\\_7/dv\\_gleit\\_arbeitsz.pdf](http://www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/mitteilungsblatt/MTB_Sys_7/dv_gleit_arbeitsz.pdf)

### ***Doctor visits***

Visits to the doctor during working hours are only permitted if no treatment appointments outside working hours can be offered within a reasonable period of time. The employee must check in and out with his or her immediate supervisor. In emergency and urgent cases, the immediate supervisor should be informed as soon as possible. Recurring treatment appointments (massages, radiation treatments, etc.) must always be arranged outside working hours.

### ***Foreign Staff***

Staff members who do not have German citizenship require:

- a residence permit, and
- a work permit (exception: not required for employment as a research assistant),

The respective foreigners authority is responsible.

The residence permit may not be subject to a condition that prevents employment.

### ***Cut-off time***

Claims arising from the employment relationship shall lapse if they are not asserted by the employees or the employer within a preclusion period of six months (§ 37 TV-H) after they become due, unless otherwise stipulated in the collective agreement.

### ***Termination of employment relationships***

The termination of employment relationships takes place

- a) by expiry of the deadline,
- b) by termination or
- c) by termination agreement.

All fixed-term employment contracts end when the deadline expires.

The employment relationship is terminated either by giving notice or by concluding a termination agreement. The conclusion of a termination agreement is possible at any time with the consent of the supervisor, since in this case one is not bound by deadlines. In the case of termination, on the other hand, the employee is bound by the notice periods.

Please refer to the "**Information Sheet: Notification Deadlines at the Employment Agency**", which can be downloaded from the homepage of the Human Resources and Organization Department. In order to avoid possible financial disadvantages when temporary employment contracts expire or termination agreements are concluded, you should observe the registration deadlines with the employment office specified in the information sheet.

Please remember that the remaining leave to which you are entitled must be taken during the remaining period of employment. A transfer to other employers is generally not possible! It is also generally not possible to compensate for vacation!



Please note that all items received from the University of Kassel (books, keys, work equipment, ID cards, CampusCard, Hessen state ticket and other items) must be returned.

### ***Temporary Employment contracts***

In principle, fixed-term employment contracts can only be concluded if there is an objective reason for the fixed-term. For academic staff, §§ 2 ff of the Wissenschaftszeitvertragsgesetz (WissZeitVG) in conjunction with § 65 of the Hessisches Hochschulgesetz (HHG) contain the relevant legal basis (e.g. employment contracts that also serve professional qualification/promotion).

In addition, fixed-term employment contracts are possible in accordance with the provisions of the Part-Time and Fixed-term Employment Act (TzBfG).

### ***Aids***

According to the provisions of the Hessian State Aid Ordinance (HBeiVO), employees of the State of Hesse may be reimbursed for expenses incurred in the event of illness or death if they have been in public service without interruption since at least April 30, 2001.

The point of contact here is the Regional Council of Kassel, Hün- feld aid office.

Further information on the Internet at:

[www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/dokumente/Download-Merkblatt-BeihVO.pdf](http://www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/dokumente/Download-Merkblatt-BeihVO.pdf)

### ***Employment period***

The period of employment is the time spent in employment with the same employer, even if interrupted.

The period of special leave shall not be taken into account unless the employer has acknowledged a business/service-related interest in writing before the start of the special leave.

If employees transfer between employers who are covered by the scope of application of the TV-H or from other employers under public law, the periods of employment with the other employer are recognized as periods of employment.

### ***Leave of absence***

See vacation, special leave and official leave

### **Computer workstations**

The Occupational Health and Safety Act and the Display Screen Equipment Ordinance (BildscharbV) apply to work with display screen equipment. The prerequisite is that employees use a visual display unit for a not insignificant part of their normal work. All requirements for the visual display unit, the workplace, the working environment, the software equipment and the work organization are summarized in the Display Screen Equipment Ordinance (BildscharbV).

Advice and information on the design of work at computer workstations is provided by the occupational safety specialists of the Construction, Engineering, Real Estate department.

Employees who work at a VDU workplace are entitled to an appropriate eye examination (G 37). This occupational medical examination is performed by Medical Airport Service GmbH.

### **Educational leave**

All employees, regardless of age, are entitled to educational leave of up to 5 working days per year. The prerequisite is participation in an educational event recognized by the Hessian Minister of Social Affairs. Applications must be submitted to the Human Resources and Organization Department through official channels.

Educational leave is transferable upon application (max. 10 working days per year).

### **Service card**

Employees may obtain a service card upon request. A special official interest must be justified.

Processing: Ms. Attendorn, Department of Human Resources and Organization - Personnel Development, Continuing Education, Organization, Internal Service, Room 0190, Tel. 2122

### **Service release**

On special occasions, release from duty may be granted upon request. The request must be submitted to the Personnel and Organization Department through official channels, stating the reasons.

### **Service anniversary**

Employees receive a Anniversary bonus at  
completion a period of employment

of 25 years in the amount of 350,- €  
and of 40 years in the amount of 500,-  
€.

The anniversary bonus is subject to social security and payroll tax.

### ***Business trips***

Business trips require approval. In order to ensure accident protection, the supervisor must also be notified of each business trip before it begins. Reimbursement of expenses (travel costs) must be applied for via the responsible superior (e.g. Dean) to the Personnel and Organization Department using the ESS (no later than 6 months after the end of the trip).

Clerks: Laura Clobes, Room 2460; Tel. 2271; Katharina Eider, Room 2460; Tel. 2304 and Rebecca Bürgel, Room 2210; Tel. 2148.

### ***Service accidents***

See property damage and industrial accident.

### ***Grouping***

The classification of employees is based on the pay scale of the TV-H. The transfer of other, in particular higher-ranking activities, can only be made in writing by the President, Chancellor or the Head of the Department of Human Resources and Organization.

Group management: Mrs. Teppe-Rest, Tel. 2181

### ***Parental leave***

Parents may take parental leave to care for and raise a child until the child reaches the age of 3. Following parental leave, special leave can be applied for.

Addition for scientific staff: the fixed-term employment contract is extended for the duration of maternity leave and parental leave (§ 2 para. 5 no. 3 WissZeitVG).

Information is available from the Human Resources and Organization Department.

### ***Payment of remuneration***

see university reference office

### ***Hardship surcharges***

In the case of work with hazardous or harmful substances or under extreme working conditions, employees may receive hardship allowances in accordance with § 19 TV-H.

### ***Parenting Benefit***

The child-raising allowance is paid monthly and depends on income. The Hessian Office for Supply and Social Affairs, Tel. 2099-0 Frankfurter Str. 84 A, 34121 Kassel.

### ***Continued payment of the remuneration***

The entitlement to continued payment of remuneration in the event of illness is governed by the TV-H.

### ***Women's and Equal Opportunities Officer***

The Women's and Equal Opportunity Officer is always there for you when it comes to your rights as a working woman or a working man. She is your contact person in all matters concerning the advancement of women: in recruitment, training and further education, professional development and job advertisements.

Women's and Equal Opportunity Officer at the University of Kassel  
Dr. Ernst  
Mönchebergstr. 19  
34125 Kassel, Tel. 2268 or 3469

### ***Substances hazardous to health***

In areas where work must be carried out with substances hazardous to health, certain regulations must be observed for safety reasons (including workshop regulations, laboratory regulations, accident prevention regulations of the employers' liability insurance association, etc.). An occupational medical check-up at the Medical Airport Service (MAS) can be arranged by the Personnel and Organization Department if there is an important reason for doing so. Under certain conditions, employees receive an allowance.

Hazardous Materials Representative and Hazardous Materials Officer at the University of Kassel Mr. Mösbauer, Tel. 3811

### ***Flexitime***

For the employees of the Central University Administration (including the University Reference Office), the IT Service Center, the University Library, the University Workshops and the UniKasselTransfer, flexible working hours have been introduced. More detailed information can be found in the service agreement. This is available on the Internet at:

[www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/mitteilungsblatt/MTB\\_Sys\\_7/dv\\_gleit\\_arbeitsz.pdf](http://www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/mitteilungsblatt/MTB_Sys_7/dv_gleit_arbeitsz.pdf)

### ***University Reference Center***

For employees, the payroll is handled by the university's payroll office. The Personnel and Organization Department cannot provide any

The university is not in a position to provide information, as it does not have the relevant evidence and the responsibility lies solely with the university reference office.

The contact details of the responsible contact person are shown on the remuneration statement.

The personnel number must always be stated when notifying the university reference office.

<p><b>Postal address:</b> University of Kassel University Reference Office 34109 Kassel</p>	<p><b>Visiting address:</b> Kassel University University reference office Rudolf-Schwander-Strasse 12 34117 Kassel</p>
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Further information, forms, etc. are available on the homepage of the university's reference office:

<https://www.uni-kassel.de/einrichtungen/bhf/startseite.html>

### ***Annual bonus***

Employees who are employed on December 1 are entitled to a special annual payment. The annual special payment for employees in the pay groups is as follows

E 1 to E 8 90 percent and  
E 9 to E 15 60 %.

and will be frozen at the 2018 matric level for 2019,2020, 2021 and 2022.

### ***Child benefit***

For civil servants, the employer is usually also the family benefits office. At the University of Kassel, this function is performed by the University Pay Office.

Your personnel number is also your child benefit number. This must always be stated when contacting the university benefits office.

You will find the contact details of the department responsible for you (child benefits and remuneration) on your remuneration statement or on the letterhead of the University Benefits Office.

For basic information on child benefits, please refer to the information leaflet of the Federal Central Tax Office (Bundeszentralamt für Steuern). Their website also offers an online form service for direct completion of the forms (applications, notification of change, etc.).

### ***Sick pay/sick pay supplement***

In the event of illness, sick pay is paid for up to six weeks. After that, the health insurance company pays sick pay. In addition to the benefits paid by the health insurance fund, a sickness allowance, the duration of which depends on the period of employment, is paid out by the university's benefits office.

The claim of employees against a third party in the amount of the compensation for loss of earnings is transferred to the employer by virtue of the collective bargaining agreement if sick pay is paid and employer contributions to social security and additionally to the pension scheme are paid. There is an obligation to provide the employer with the information required to assert the claim for damages.

### ***Notice periods***

The notice periods for permanent employees are governed by § 34 of the TV-H and for temporary employees by § 30 of the TV-H.

### ***Cure***

Employees are incapacitated for work during a cure or healing procedure; they are entitled to sick pay. The inability to work must not have been caused intentionally or by gross negligence!

Free bathing cures can only be approved if recreational leave is taken into account.

Corresponding grants can be submitted as before.

### ***Maternity protection***

Expectant mothers enjoy the special protection of the Maternity Protection Act. This regulates in particular the duration of the protection periods, protection against dismissal, etc. Pregnancy must be reported to the Human Resources and Organization department by means of a medical certificate. The employee will then be informed comprehensively about the relevant provisions (determination of the maternity protection period, possibilities of parental leave and special leave, etc.). Leaflet available from the Human Resources and Organization Department.

### ***Secondary activity***

Employees must notify their employer of secondary employment in writing in good time in advance. Appropriate forms are available from the Human Resources and Organization Department or on the Internet at:

[www.uni-kassel.de/intranet/themen/arbeitsplatz-u-personal/beschaefigungsverhaeltnis/nebentaetigkeit.html](http://www.uni-kassel.de/intranet/themen/arbeitsplatz-u-personal/beschaefigungsverhaeltnis/nebentaetigkeit.html)

available.

### ***Break regulation***

See working time

### ***Personnel file***

A personnel file is kept for each employee of the University of Kassel in the Department of Personnel and Organization. The file can be inspected upon request.

### ***Staff Council***

The Staff Council represents the interests of the employees in personnel, social and organizational matters on the basis of the Hessian Personnel Representation Act (HPVG).

#### Staff Council

of the University of

Kassel Diagonale 9

34125 Kassel, Tel. 3010

### ***Private mail/telephone calls/fax/internet***

#### a) Shipping:

Private mail may not be forwarded to the University Mailroom for mailing. Anyone who has private mail released as official mail is liable to prosecution.

#### b) Delivery:

Delivery of private mail via the business address of the University of Kassel is not desired. Recourse claims due to incorrect delivery or loss are excluded.

#### c) general:

In private matters, including those concerning one's own employment relationship (e.g. applications for changes to contracts), the University of Kassel header sheet may not be used.

Private telephone calls to the German fixed network and all German mobile networks are permitted to a limited extent, provided that this does not interfere with official business. They must be identified by the prefix 99. Dialing special numbers and international calls for private purposes are not permitted.

With regard to e-mail use, reference is made to the service agreement on the use of e-mails.

The use of the Internet for private purposes is prohibited.

### ***Pensions (German pension insurance) and supplementary pension (VBL)***

Standard retirement age: The employment relationship ends automatically at the end of the month after which the employee receives a pension without deductions. The application should be submitted to the pension insurance institution in good time.

Exceptions: In the case of employees with teaching duties (teachers for special tasks, professors in employment), the employment relationship ends only at the end of the current semester. In these cases, it is imperative to consult the responsible personnel officer regarding the date on which the pension begins!

Early departure: If you wish to leave your employment to apply for a pension **before you** receive a pension without deductions, you should inform your personnel officer at least six months in advance so that the urgently required advice on the procedure can be given.

Early retirement types are:

- Old-age pension for women from the first of the month following their reaching the age of 60;
- Retirement pension for longtime Insured persons (Prerequisite: At least 45 years of insurance in the pension insurance);
- Old-age pension for severely disabled persons from the first day after reaching the age of 60 (degree of disability of at least 50% must be recognized);

Written information on the amount of the expected pension, the earliest date on which the pension will start and any pension deductions that may be applicable should be obtained from



- Information and advice center of the German Pension Insurance in Kassel, Friedrich-Ebert-Straße 5, Tel. 78900 or Friedrich-Ebert-Straße 44, Tel. 78940.

#### Supplementary pension of the VBL

Upon application, the VBL will grant an additional occupational pension in addition to your standard or early retirement pension. Applications can only be submitted via your personnel officer using the VBL form.

Leaflets on the VBL company pension can be obtained from the Personnel and Organization Department.

#### ***Pensions due to partial reduction in earning capacity***

Full-time employees who, according to medical findings, are unable to work at least six hours a day for an unforeseeable period of time due to illness or disability may, upon application, be granted a pension for partial reduction in earning capacity by the German Pension Insurance Fund in accordance with Section 43 of the German Social Code VI.

Those affected are advised to clarify the question of partial reduction in earning capacity with the attending physician and to ask him or her to issue a corresponding medical declaration for submission to the pension insurance institution.

The pension application can then be submitted to the relevant information and advice center (Deutsche Rentenversicherung in Kassel - telephone 78900 - telephone 78940). The Personnel and Organization Department will be happy to assist you in the application process.

#### ***Property damage***

In analogous application of § 94 of the Hessian Civil Service Act (HBG), employees can be compensated to a limited extent if property damage has occurred through no fault of their own. Claims must be asserted within a preclusion period of 6 months. Reimbursement will be made on the basis of invoices submitted. The damaged items must be presented upon request.

[https://www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/formulare/antrag\\_sachschaden.pdf](https://www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/formulare/antrag_sachschaden.pdf)

#### ***Key for service rooms***

The key depot of the Building, Technology, Real Estate department is responsible for issuing and returning keys. The keys are issued upon presentation of a key request, which is available on the Internet. The approval of the supervisor or dean is required.

You should protect yourself against claims for damages/recourse due to loss, etc. by taking out insurance!

### ***Severely disabled***

Disabled employees are especially protected by the Severely Disabled Persons Act (Schwerbehindertengesetz) if their earning capacity is not only temporarily reduced by at least 50 percent as a result of their disability. The corresponding recognition is made by the pension offices. Employees who have been granted a reduction in earning capacity of at least 30 percent by the pension office should apply to the employment office for equal status so that they can be treated in the same way as a severely disabled person. In any case, it is necessary to submit a copy of the severely disabled person's ID card as well as the decision of the pension office to Diagonale 9! The determined disability can be blacked out on the copy of the notice.

### Representative of the Severely

Disabled Kerstin Pippert

### ***Special leave***

In addition to recreational leave, special leave or official leave may be granted for certain occasions, provided the reasons are stated. No remuneration is paid during the special leave.

During the leave of absence, all sideline activities must be reported. This rule also applies to employees with third-party funding.

Note that during the special leave no insurance periods in the statutory pension insurance and supplementary insurance arise; the possibility of voluntary payment of pension insurance contributions is pointed out.

### ***Overtime/overtime***

Overtime/overtime may be worked by order of the Human Resources and Organization Department. The overtime or extra work must be compensated by time off in lieu by the end of the third calendar month after it has been worked. If compensatory time off is not possible for official reasons, compensation may be paid in exceptional cases.

### ***Accident***

Accidents at work or on the way to work (between home and place of work) must be reported. If such an accident is associated with a visit to the doctor or a

If you are unable to work for more than 3 days, you must submit a written accident report. Forms can be obtained from the Personnel and Organization Department.

<https://www.uni-kassel.de/intranet/fileadmin/datas/intranet/personalabteilung/formulare/unfallanzeige-tarif.pdf>

### ***Vacation***

Employees shall receive vacation leave in each calendar year with continued payment of vacation pay. The vacation entitlement amounts to:

30 working days.

If the weekly working time is distributed differently from a 5-day week, the vacation entitlement is reduced accordingly.

#### **Additional leave in case of severe disability:**

In the event of a reduction in earning capacity (from 30 percent), additional leave of up to 3 working days may be granted. Recognized severely disabled persons (from 50% reduction in earning capacity) receive additional leave of 5 days per year.

Please pay special attention:

The application for leave must be submitted in good time so that the approval is available before the start of the leave. In accordance with the necessity of the service, the vacation is to be taken during the lecture-free period, if possible, and coordinated with the respective work areas at the beginning of the year. The remaining vacation is shown on the returns (vacation approval).

Leave not taken within the first nine months of the following calendar year is forfeited.

### ***Capital formation***

Full-time employees receive a monthly employer benefit of €6.65 for capital-forming investments in accordance with the Capital Formation Act. If the income of a full-time employee is less than €971.45, the employer's contribution increases to €13.29 per month. In the case of part-time employment, the employer's benefit is paid in proportion to the working hours. Information on the various forms of investment can be obtained from the relevant investment institutions (banks, building societies and insurance companies).

### ***Housing assistance***

The University of Kassel endeavors to assist in the procurement of housing within the scope of its possibilities. As an employee of the state of Hesse, it is possible to obtain a state employee apartment.

### ***Testimonials***

Upon termination of employment, all employees are entitled to a reference which, upon request to [zeugnisse@uni-kassel.de](mailto:zeugnisse@uni-kassel.de), must also cover leadership and performance (qualified reference). For good cause, a qualified interim report may also be issued during the employment relationship. The certificates are issued by the Human Resources and Organization Department. The respective template is to be forwarded to the Human Resources and Organization Department by the employee's supervisor.

### ***Supplementary pension / company pension***

Employees of the State of Hesse who have reached the age of 17 are covered by an additional pension plan with the Versorgungsanstalt des Bundes und der Länder (VBL) in Karlsruhe. For temporary scientific employees, there is the possibility of exemption from this compulsory insurance as of January 1, 2003. Information is available from the Personnel and Organization Department.

(\*) These offices are located in the building Mönchebergstr. 19 b, which can be reached via the entrance Mönchebergstr. 19 / level 2. OG (Department of Personnel and Organization).