

Information for (newly appointed) professors

This information leaflet is intended to give you an overview of the important issues relating to your status as a professor. If you have any further questions, please contact the employees listed below or the Head of Section Ms Anika Werkmeister (phone: +49 (0)551/39-24210, email: anika.werkmeister@zvw.uni-goettingen.de) or the Head of Team Mr Kevin Hildebrandt (phone: +49 (0)551/39-24217, email: kevin.hildebrandt@zvw.uni-goettingen.de) all of whom are happy to be at your disposal.

1. Your employment contract (general information)

Professors are usually appointed to a civil service position for life if they meet the personal requirements. An individual's civil service status is contingent upon the presentation of a Certificate of Appointment (not a contract of employment). Civil service employ is governed by the Civil Servants Status Law (BeamtStG), the Lower Saxony Civil Servants Act (NBG), the Lower Saxony Higher Education Act (NHG), the Lower Saxony Civil Service Pay Act (NBesG), the Lower Saxony Civil Servants Pensions Act (NBeamtVG) along with the pertinent regulations.

If your appointment is intended as a temporary professorship, the above-mentioned regulations also apply to temporary appointments. Particular attention is drawn to the regulation for filling limited-term junior professorships, limited-term professorships and tenure-track professorships (BaZ-TT-O).

Only those who have not yet reached the age of 50 may be appointed a first-time professor in civil service. Derogations from this are only possible within the framework of child rearing periods of a maximum of three years. If appointment to civil service is not possible, employment shall take place under private law (contract of employment).

2. Onboarding documents

The documents required for your hiring process will be requested in writing by the HR Department.

Contact persons:

Faculties	Name	Phone	Email
Forest Sciences, Law, Mathematics/Computer Science	Mr Kevin Hildebrandt	+49 (0)551/39-24217	Kevin.hildebrandt@zvw.uni-goettingen.de
Biology incl. Psychology Geosciences, Physics, Economics	Ms Johanna Schäfer	+49 (0)551/39-24575	johanna.schaefer@zvw.uni-goettingen.de
Agricultural Sciences, Chemistry, Social Sciences, Philosophy, Theology	Ms Stefanie Stierwald	+49 (0)551/39-24219	stefanie.stierwald@zvw.uni-goettingen.de

Important documents for appointment as a civil servant for life or a limited-term:

- **Personal status documents** (your own birth certificate and, if applicable, marriage certificate, and the birth certificates of any children → certified copies)
- **Certificates** (diploma / master's degree / doctoral degree certificate and, if applicable, any post-doctoral degree certificates → certified copies)

Alternatively, you can present the original documents to the HR Department so that a copy can be made. The conformity of the original with the copy shall be certified.

- **Certificate of Health:** After his *examination*, the *medical officer* must issue a certificate attesting that you are healthy and fit enough to be conferred tenured civil service status for life or a limited-term. The findings report must include the following: That based on the state of your health, you are unreservedly fit for employment in civil service for life and that it cannot be

anticipated at the current point in time that you will develop any permanent occupational disability.

Appointees who have their place of residence or permanently live abroad and who are unable to furnish an health certificate issued by a medical officer, may request a medical examiner's certificate of health from the responsible German diplomatic mission.

If employment on a salaried basis is agreed, examination by the medical officer of the University is required.

- **Certificate of good conduct/criminal record** (type "O" evidence, to be applied for with the registration office at your place of residence)

3. Relocation costs

Contact person at the Travel Expenses Office for questions regarding the reimbursement of travel expenses, relocation costs and/or separation allowances

Name	Phone	Email
Ms Yvonne Ermisch	+49 (0)551/39-24795	yvonne.ermisch@zvw.uni-goettingen.de

- **Approval for reimbursement of relocation costs:**
As a general rule, in order for relocation costs to be reimbursed, they must be approved in writing in advance. Your appointment order [Ernennungsverfügung] should contain said approval. If relocation is to take place beforehand, please contact the Travel Expenses Office.
- **Unfortunately, the costs for trips from abroad for the purpose of inspecting apartments and preparing for relocation cannot be refunded.**
- **Apartment inspection trip (domestic)—2 trips for one person or a joint trip for 2 persons** (only the costs for the outward and return journey on 2nd class local transport will be reimbursed)
- **Pre-relocation trip (domestic)** (one trip from the new residence to the previous residence on 2nd class local transport will be reimbursed).
- **Relocation trip** from the previous residence to the new residence. As with a business trip, costs are reimbursed pursuant to the Lower Saxony Travel Expenses Ordinance (NRKVO), such that, for example, costs for ICE trains or a travel allowance, etc. are reimbursed).
- **Location of new residence**
Generally in the catchment area of less than 30 km in relation to the place of employment
- **Selecting a moving company**
2 binding cost estimates with a binding maximum price must be submitted to the Travel Expenses Office before relocation. Free choice of furniture transport company, but maximum reimbursement up to the amount of the lowest-priced offer determined by the Travel Expenses Office.
- **Items to be relocated from outside the previous residence**
The transport company provides a pro forma cost estimate for the transport of all items to be moved. The most economical overall offer constitutes the maximum reimbursable amount.
- **Advance payment**
An advance payment of 90% of the sum of the most economical estimate may be granted before relocation. This requires an informal application (usually by email) with the following information: name, address, account details, 2 offers from moving companies with binding maximum price.
- **Deadline for the settlement of moving expenses claims**
This period is 1 year and starts the day after the completion of the move. For further information, please refer to the detailed information sheet for separation allowance and relocation allowance.
- **Repayment of the relocation allowance**
The relocation allowance is generally to be repaid if the professor resigns from his or her position before two years have elapsed since the completion of the relocation for reasons for which he or she is responsible.

You can find further information on the website of Georg-August-Universität Göttingen:

<http://www.uni-goettingen.de/de/umzugskosten+und+trennungsgeld/303577.html>

4. *Remuneration*

Contact person for questions regarding remuneration in appointment procedures as well as for benefits paid out according to the W salary scale:

Faculties	Name	Phone	Email
Forest Sciences, Law, Mathematics/Computer Science	Mr Kevin Hildebrandt	+49 (0)551/39-24217	Kevin.hildebrandt@zvw.uni-goettingen.de
Biology incl. Psychology Geosciences, Physics, Economics	Ms Johanna Schäfer	+49 (0)551/39-24575	johanna.schaefer@zvw.uni-goettingen.de
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Remuneration for professors is generally structured as follows:

- Basic salary W2 / W3 NBesO
- Family allowance
- Appointment benefits (to be agreed during the appointment interview)
- Special benefits paid (<https://www.uni-goettingen.de/de/304680.html>)
- Functional benefit payments (for the performance of functions within the framework of University self-administration)
- Annual bonus payment in the month of December for grade A9 and higher of €300.00 (§NBesG).

In addition, civil servants receive an annual bonus payment in the month of December for each child for whom they receive family allowance (first and second child €170.00 each, third and each additional child €450.00 each).

Contact person for the payment of remuneration following appointment:

Faculties	Last name	Phone	E-mail
Mathematics, Physics, Chemistry, Law, Economic Sciences	Ms Cornelia Hitzing	+49 (0)55139-24229	cornelia.hitzing@zvw.uni-goettingen.de
Biology, Theology, Geosciences, Forestry, Agricultural And Social Sciences, Philosophy	Ms Birgit Koch	+49 (0)55139-24247	birgit.koch@zvw.uni-goettingen.de

4.1 *Taxes*

As the employer, the University deducts wage tax, the solidarity surcharge and, if applicable, church tax from the gross salary and pays it to the tax office. Since 1 July 2013, employees' wage tax deduction data are transmitted electronically by the tax offices to the University via the electronic wage tax deduction information (ELStAM) procedure. Consequently, the University has no influence on the consideration of wage tax classes, allowances etc. **Your tax identification number is required to retrieve your ELStAM data.**

Please note: If there are any discrepancies regarding your income tax deduction information or your tax identification number, or if you would like to apply for changes to your income tax deduction information, please contact your local tax office (e.g. entry of an allowance, change of tax class or religious denomination etc.). The University then receives changes electronically at the beginning of the following month, so that the modified wage tax deduction information is taken into account in the next remuneration statement as of the reported validity date (i.e. often retroactively).

4.2 *Payment of remuneration*

Remuneration is calculated for the calendar month and paid in advance on the last day of each month (payment day) for the following month to the bank account you specify. If the payment day falls on a Saturday or on a weekly holiday, the preceding working day shall be deemed to be the payment day; if it falls on a Sunday, the second preceding working day shall be deemed to be the

payment day.

4.3 Remuneration statement

Whenever payment of remuneration is commenced, there are changes in the composition and amount of your remuneration or in the case of one-off payments, you will receive a remuneration statement, which you can use as a certificate to prove current income.

It is recommended that this statement be carefully examined and retained. Please inform your payroll administrator immediately if

- you find or suspect discrepancies in your statement,
- the amount to be paid out according to the statement was not credited to your account,
- a change that you have notified to the HR department of (e.g. change of address, change of bank details) has not been incorporated even after a reasonable period of time (month after next payment month)

In months in which you do not receive a remuneration statement, that of the previous month is still valid. At the time of its introduction, this system was adopted for environmental protection reasons.

If, in exceptional cases, you require a remuneration statement that you do not have, a printout is of course possible at any time. Please contact your payroll administrator for this purpose.

5. Exemption from social security

Civil servants are exempt from social security contributions to the statutory pension insurance, health insurance, nursing care insurance and unemployment insurance. Civil servants are not subject to compulsory insurance with the Federal and State Pension Institution (VBL).

5.1 Contribution allowance benefits (Beihilfe)

Contact person:

Last name	Phone	E-mail
Ms Hartema	+49 (0)494113-2546	lena.hartema@nlbv.niedersachsen.de

Civil servants are entitled to contribution allowance benefits in the event of illness, nursing care or childbirth. The contribution allowance is calculated according to a percentage rate relating to the individual. The critical factor for determining this percentage rate is the familial circumstances at the time the expenses eligible for contribution allowances were incurred. Individuals entitled to contribution allowances are expected to ensure that sufficient health insurance coverage is provided for themselves and their family with an appropriate contribution that prevents them from falling into economic difficulties in the event of illness, nursing care or childbirth.

The following lists the rates reimbursable under the contribution allowance scheme for expenses incurred by

1. the individual entitled to contribution allowances 50%
2. the individual entitled to contribution allowances with at least two children eligible 70%
(if both parents are entitled allowances, the rate is only for one parent) 70%
3. the spouse or life partner eligible for the allowance but themselves not entitled 70%
4. one eligible child 80%

(A child is eligible if the civil servant receives a family allowance for that child).

Exclusion period: Contribution allowance benefits will only be granted if an application is submitted within one year of the expenses being incurred or of the invoice being issued.

The Lower Saxony State Office for Salaries and Pensions (NLBV) - Aurich, P.O. Box 1570, 26585 Aurich (as commissioned by the University of Göttingen) is responsible for the settlement of the allowances. Detailed information and forms are available on the NLBV website – section "Allowances and care".

Please note: No contribution allowance benefits are granted if you remain a voluntary member of a statutory health insurance scheme.

5.2 Pensions

Civil servants for life are entitled to a pension on retirement

- upon reaching the general or a special retirement age.
- upon retirement on grounds of incapacity to work or, on request,
- from the age of 60.

The Lower Saxony State Authority for Salaries and Pensions (NLBV) in Hannover is responsible for determining periods of pensionable service and for recognising periods of prior service as pensionable service. The NLBV offers detailed advice on questions of pension law. Further information and forms are also available on the NLBV website - section "Salaries and pensions".

5.3 Retirement benefits

Professors who are

- dismissed from civil service at their own request or
- who are temporarily dismissed at the end of their term as civil servants for life are entitled to a retirement pension if they have completed a minimum of five years of service eligible for retirement benefits.

Entitlement to a retirement pension may be waived in writing within one month of termination of the civil service relationship. This waiver is irrevocable. In the event of a waiver, supplementary insurance is provided by the statutory pension insurance. The NLBV is responsible for calculating retirement benefits. Detailed information and forms are available on the NLBV website - section "Salaries and pensions".

5.4 Supplementary insurance:

In the event that professors are temporarily dismissed from civil service at their own request or upon expiry of their term of office as civil servants and are not entitled to or have waived their entitlement to retirement benefits, they will be subsequently insured with the German Pension Insurance for the duration of their civil service.

6. General travel expenses and travel in connection with appointment proceedings

Business trips are trips to carry out official business outside the place of work. They generally have to be ordered or approved in writing if a travel expense allowance is to be paid. Official business is defined as the pursuit of duties belonging to the individual's main function at Göttingen University. The necessity for official business occurs when its purpose cannot be achieved in any other way.

The following centres are responsible for approving travel expenses:

For business trips within Germany:

Lasting up to 7 days	Director of the University department
Lasting more than 7 days	Dean of the faculty (please be aware that the faculty manager or managing director may be delegated with the task)

For business trips to foreign countries:

Regardless of their duration	Dean of the faculty (please be aware that the faculty manager or managing director may be delegated with the task)
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If – in exceptional cases, e.g. urgent matters that cannot be delayed – approval cannot be obtained, then an authorisation request must be submitted without delay and the reasons for the delay stated. In general, university business travellers are free to choose their means of transportation. However, in principle, only the most economical means of transport is eligible for reimbursement.

a) Travel in connection with appointment proceedings: The "Travel Expense Guideline for Invitees and Dispatches" can be found on the Web at this link: <https://intern.uni-goettingen.de/personal/Freigegebene%20Dokumente/Reisekosten-Richtlinie-f%C3%BCr-Eingeladene-Entsendete-01-01-2019.pdf>

Details of the reimbursement should be discussed with the inviting institution.

b) Business trips: After your employment commences, you will find detailed information on how to submit applications for or settle business trips in the employee portal under Info Centre / HR Department / Travel Expenses:

<https://intern.uni-goettingen.de/personal/SitePages/Reisekosten-Umzugskosten-und-Trennungsgeld.aspx>

To apply for travel reimbursement for business trips, you can use the online business trip request form in the form centre once you have taken up your post.

7. Secondary employment

Secondary employment is subject to compulsory notification thereof. Professors are not required to notify us of any literary, scientific or artistic activities, nor of any lecturing or reviewing activities. Nevertheless, the reporting of any secondary employment is indicated, given the fact that employment in public service may stipulate that secondary employment remuneration is subject to the duty of surrender and to the payment of a usage fee when the University's facilities are utilised.

If you would like to report secondary employment, you can use the secondary employment form (Nebentätigkeit) in the form centre once you have taken up your post.

8. Special rules governing professors as an exception under civil service law

The provisions on probationary periods, career trajectories, partial and temporary retirement and working hours – with the exception of regulations on part-time employment – do not apply to professors.

There is also no compulsory attendance for professors. However, holidays must be reported pursuant to Section 2 (3) sentence 5 of the Lower Saxony Holiday Leave Regulation (NEUrIVO). If, in exceptional cases, leave of absence is taken during the lecture period, this must also be reported to the Dean's Office.

9. Duty to notify in the event of incapacity to work or a work-related accident

9.1

9.1 Incapacity to work

It is generally required to provide notification of any incapacity to work in accordance with the obligation to report and provide evidence. You can find the pertinent forms in the form centre of the employee portal at:

<https://intern.uni-goettingen.de/formulare/Formulare/Buchstabe%20D/Mitteilung-ueber-Dienst-Arbeitsunfaehigkeit1.pdf>

Initial report: On the first day of illness, you must notify your superior or department immediately, either orally or in writing, of any incapacity for work.

If the incapacity lasts longer than three calendar days, you must provide your superior or the relevant office with a doctor's certificate confirming the duration of the incapacity to work no later than on the subsequent general working day.

Follow-up notification: immediately upon receipt, send the certificate of incapacity to work to your superior or the relevant office, or have it brought to them without delay.

9.2 Work-related accident

Any work-related accident must be reported to the HR Department within a preclusive time limit of two years using the available pre-printed form "Accident Report for Civil Servants" (<https://intern.uni-goettingen.de/formulare/Formulare/Buchstabe%20D/Dienst-Wegeunfall-Antrag-Beamte.pdf>). This

is followed by the possible recognition of the work-related accident and the determination of the accident-related consequences. You can find further information in the employee portal at: <https://intern.uni-goettingen.de/personal/Freigegebene%20Dokumente/Stichwortverzeichnis/Arbeits-Wegeunfall-Merkblatt-Beschaefigte.pdf>.

If the work-related accident has caused damage to items of clothing or other property, an application for compensation for material damage must be submitted to the HR Department on the previously mentioned pre-printed form "Accident Report for Civil Servants" within a preclusive time limit of three months.

9.3 Incapacity to work due to the fault of third parties

If you become incapacitated to work as a result of an accident caused by third parties, your resulting claims for damages against the person who caused the accident transfer to the employer (University) up to the amount of the continued remuneration paid for the period of incapacity.

You are therefore obliged to notify the HR Department immediately if you become unfit for work as a result of an accident in which other persons were also involved. It does not matter whether the accident is in any way connected with your work at the University or is exclusively attributable to the private sector.

10. University identity card / employee identity card

Every member of the University staff receives an identity card. The card includes a photograph. Its functions include working time recording, access authorisations to buildings and parking lots, use of the Göttingen State and University Library (SUB) and payment in the canteens. The Central Card Office of the Facility Management Department, Section GM 41, is responsible for the creation and issue of ID cards. You can find information on this at: <https://www.uni-goettingen.de/de/zentrale+kartenstelle/77846.html>.

11. Onboarding and Continuing education

The Human Resources and Organizational Development Division provides onboarding and continuing education for university employees. Information and contact persons can be found on the website: www.uni-goettingen.de/pe-oe. Upon request, the division director, Dr. Katrin Wodzicki together with Anika Werkmeister, division director Civil Servants and Travel Expenses, offer a welcome talk to facilitate your initial orientation. You can register your need for an interview using the contact form on the website

<https://www.uni-goettingen.de/de/onboarding+f%c3%bcr+neuberufene+/635338.html>. Here you will also find an overview of other offers in the initial phase.

Your HR Department