

Information Leaflet for Civil Servants at Paderborn University

Please note that this leaflet only contains an overview of the most important points concerning the employment of civil servants.

For civil servants employed at Paderborn University, the basic employment relationship is subject to various legal provisions, which are stipulated in the German Civil Servant Status Act (BeamtStG), the State Law on Civil Servants (LBG), and in other legislation. Special regulations in the North Rhine-Westphalia Higher Education Act (HG) may also apply.

Types of Civil Servants

The civil servant status is established by appointment. The appointment is confirmed by issuing a certificate of appointment. The appointment to a civil servant position takes effect on the date the certificate is issued, unless a later effective date is specified in the certificate.

The appointments are made based on suitability, aptitude and professional achievements (selection of best candidate based on merit). Another prerequisite, amongst others, is that the civil servant must be fit for work. The candidate's fitness for work is assessed by a medical officer.

Civil Servant with Permanent Tenure ("Beamtverhältnis auf Lebenszeit")

As a rule, civil servants are usually appointed as civil servants with permanent tenure. During the initial appointment of individuals who are intended to be appointed as civil servants with permanent tenure, the civil servant is assigned to the status of "civil servant on a probationary basis". An appointment to the status of civil servant with permanent tenure presupposes that the civil servant on a probationary basis has proven herself/himself during the probationary period (usually 3 years). During the probationary period, the civil servant's performance is assessed twice by his/her supervisor with the aim of determining if the civil servant will be appointed to permanent status at the end of the probationary period. The appointment to a civil servant with permanent tenure is confirmed when the certificate of appointment is issued.

In general, professors are directly appointed as civil servants with permanent tenure if the requirements for employment are met. If a civil servant position is not an option, they are hired as professors in an employment relationship under private law.

Civil Servant with a Fixed-term Contract ("Beamtverhältnis auf Zeit")

In special cases, an individual may be appointed as a civil servant with a fixed term, e.g. as an academic (senior) counsellor, junior or senior lecturer, or junior professor. This temporary civil servant status is established for a legally defined period of time and ends automatically. An extension based on the legal provisions (North Rhine-Westphalia Higher Education Act / HG) may be considered upon request by the employee's supervisor.

Unless there are official or business-related reasons to the contrary, the temporary civil servant status will be extended for a limited period of time at the request of the civil servant for certain reasons (e.g. parental leave, part-time work, unpaid leave of absence, special leave for academic or research work).

Social Insurance

Civil servants are exempt from compulsory social insurance contributions to the statutory pension insurance, health insurance, long-term care insurance, and unemployment insurance funds as well as to the German federal and state government employees pension fund (Versorgungsanstalt des Bundes und der Länder / VBL).

They are entitled to state subsidies in the event of illness, long-term care, birth and death.

State subsidies are calculated on the basis of a percentage rate specific to the individual employee. The calculation of the percentage rate is based on the family situation at the time the eligible expenses are incurred. Since the state subsidies do not cover the full costs, civil servants should also take out supplementary private health insurance and long-

term care insurance. In principle, taking out voluntary (full-coverage) insurance from a statutory health insurance fund is also an option, but the employer does not pay a subsidy for this. Any statutory insurance existing from a previous employment relationship will be cancelled when the appointment as civil servant takes effect.

The [State Subsidy Office](#) at Paderborn University is responsible for the calculation and payment of the state subsidies.

Working Hours

The number of working hours for civil servants (does not apply to [junior] professors) is currently 41 hours per week. Upon reaching the 55th or 60th year of life, the civil servant's working hours are reduced to 40 or 39 hours. Different regulations apply to civil servants who have a severe disability (see Section 2 (1) of the North Rhine-Westphalia Working Time Regulation / AZVO NRW). Please refer to the [Works Agreement](#) on Flexitime Work.

Part-time Employment and Leaves of Absence

Part-time employment and leaves of absence can be requested either for the purpose of providing childcare or care for relatives in need of care in accordance with Section 64 LBG or without stating any specific purpose in accordance with Sections 63 and 70 LBG. Part-time employment and leaves of absence are only granted to civil servants upon request.

Pursuant to Section 64 LBG, part-time employment can be approved for the purpose of providing care for a child under 18 years of age or for other relatives in need of care. Part-time employment may also be approved without a specific purpose in accordance with Section 63 LBG. Business-related or work-related matters may not take precedence over such part-time employment or leaves of absence. In the case of part-time employment, the civil servant's working hours can be reduced to half (50%) of the regular working hours. During a leave of absence for family reasons or during parental leave, part-time employment of less than 50% of the working hours is also an option under the provisions in Section 64 LBG.

Holiday Leave

Holiday leave is governed by Sections 17-24 of the NRW Ordinance on Leaves of Absence and Holidays (Freistellungs- und Urlaubsverordnung NRW). Civil servants are currently entitled to 30 days of holiday leave. Different regulations apply to civil servants who have a severe disability. Requests for holiday leave must be submitted to the Human Resources Department - Division 4.3 using the appropriate form after prior approval by the supervisor. The period of holiday leave may not commence until it has been approved.

Special Leave / Leave for Personal Reasons

Special leave may be granted upon request in the cases specified in Sections 25-37 of the NRW Ordinance on Leaves of Absence and Holidays (Freistellungs- und Urlaubsverordnung NRW). The Human Resources Department is responsible for granting special leaves and leaves for personal reasons for all civil servants.

Business Trips

Approval for business trips must be requested well in advance of the start of the trip after consultation with the supervisor, and the trip may not be taken until the request is approved (for insurance and other reasons). The Paderborn University [Travel Expenses Office](#) is responsible for the approval of business trips.

Sick Leave

All civil servants are required to immediately report in sick if they will be absent from work due to illness. Civil servants in research or academic staff must inform the responsible office in their department or area, and civil servants in non-academic staff positions must notify their supervisor. Professors must inform the dean's office. The Human Resources Department must also be notified of any absence due to illness by email (krankmeldungen@zv.upb.de). In the case of an illness lasting more than 3 calendar days, a doctor's certificate must be submitted to the Human Resources Department.

Workplace Accidents / Incapacity to Work Following an Accident Caused by a Third Party

Civil servants must immediately report any workplace accidents to the Human Resources Department. In the case of an accident officially classified as a workplace accident, the civil servant is entitled to accident benefits pursuant to Section 36 et seq. of the North Rhine-Westphalia Civil Servants Pensions Act (Landesbeamtenversorgungsgesetz NRW). The highest administrative authority is responsible for making the decision regarding the official classification of the accident as a workplace accident. In addition to reimbursement of property damage and special expenses, accident benefits cover the costs of medical treatment, medications and any necessary care (medical care in accordance with the guidelines on state subsidies [Heilfürsorge nach den Beihilferichtlinien]).

If the civil servant is unable to work as a consequence of an incident caused by a third party (e.g. as a result of a traffic accident), he/she is required to immediately report the incident in writing to the Human Resources Department, in addition to the regular notification of illness and doctor's certificate.

Secondary Employment

Secondary employment is defined as taking on an additional position or a secondary job. There are three categories of secondary employment: secondary employment requiring approval, secondary employment not requiring approval, and secondary employment not requiring approval, but subject to notification. Further information is available on the Paderborn University website via the following link: [Central University Administration/Department 4/Division 4.2](#).

Salary

The Landesamt für Besoldung und Versorgung NRW ([NRW State Office for Salaries and Pensions / LBV NRW](#)) is responsible for the calculation and payment of salaries for all civil servants, including the payment of child benefits, if applicable. Payments are usually made on the first day of each month. Information regarding questions related to salaries can only be obtained from the LBV.

Civil servants are obligated to carefully review their salary and tax statements. They are also required to inform the Human Resources Department and the LBV immediately in writing of any relevant changes concerning their personal situation (e.g. change in marital status, change of address, birth of a child, etc.).

Please note:

After the certificate of appointment has been issued, the LBV will be informed about the appointment to a civil servant position. The LBV generally requires a processing time of up to 6 weeks for the first payment of the salary.

Supplementary Insurance

Pursuant to Section 8 (2) of the German Social Security Code VI (SGB VI), civil servants who leave their jobs at Paderborn University without entitlement to a pension are to be insured for the completed period of employment with the German Statutory Pension Insurance Scheme, the German Federal Miners' Pension Insurance Fund, or a professional association pension scheme. The supplementary insurance case is only deemed to apply if there are no reasons to defer payment of the premium. The LBV is responsible for the provision of the supplementary insurance.

Termination of Employment as a Civil Servant

The active employment as a civil servant generally ends when the civil servant reaches the pensionable age that applies to him/her. If a new public-sector employment relationship or public office post is established with another employer, the civil servant is usually dismissed by the previous employer by act of law. Termination may also be initiated by dismissal at the civil servant's own request.

The employment relationship for civil servants with fixed-term contracts is terminated automatically when the term expires, unless an extension is requested prior to the expiry of the temporary civil servant employment relationship on the basis of statutory provisions (North Rhine-Westphalia Higher Education Act / Hochschulgesetz NRW). The civil servant employment contract may also be terminated due to the loss of civil servant rights or removal from office.

Pension Benefits

The pertinent State Office for Salaries and Pensions (LBV) is responsible for the calculation and payment of benefits for civil servants entitled to pension benefits. Information regarding the pension benefits can only be obtained from the pertinent LBV.

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

More information is available on the Paderborn University website:

www.uni-paderborn.de via the following link: [Central University Administration/Department 4/Division 4.2](#)

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