

Faculty, Institute, Department:	Heidelberg,
	Name, First name: Date of birth: E-Mail:

Determining Step Assessment for Employees in Pay Grades 13-15 TV-L

A. General information:

The relevant professional experience and, if applicable, beneficial experience, determine the step assessment within the respective pay grade and thus define the total salary pursuant to section 16 (2) TV-L (collective agreement of the German federal states).

Therefore, information on previous professional experience and work experience which may count as beneficial experience is required for determining the step.

Furthermore, the head of the university facility has to confirm that these periods are relevant in accordance with the collective agreement. In addition, in order to credit beneficial experience, the head of the facility or the project coordinator also needs to submit a detailed explanation to the HR department.

a) Periods of relevant professional experience:

As a general rule, only periods in an employment relationship (in line with employment law) count as professional experience. Periods of self-employment cannot be taken into account. The same applies to periods of training and traineeship, project or service contracts and freelance teaching assignments.

As there is no differentiation between national and international professional experience, professional experience gained abroad is taken into account.

b) Periods of beneficial experience (under certain circumstances periods of graduate assistantships, scholarships)

If new employees are recruited to meet staffing needs, beneficial experience can be taken into consideration for determining the step on a case-by-case basis pursuant to section 16 (2) sentence 6 TV-L Wissenschaft (collective agreement for academic staff) and according to a notice by the Ministry of Finance. A general recognition of beneficial experience for determining steps is not possible.

Please submit the fully completed form to the HR department as soon as possible.

Please note that periods of previous employment at Heidelberg University also must be listed.

If this form is not submitted in a timely manner, the employee will initially be assigned to step 1. Please note that a preclusive time limit of 6 months may apply pursuant to section 37 TV-L if the step is adjusted retroactively.

B. Previous work experience

1. Experience as research associate/academic employee:

No. ▼	from: (DD:MM:YY)	until: (DD:MM:YY)	weekly hours:	employer:	salary bracket:

2. Experience as a public servant in academia:

No. ▼	from: (DD:MM:YY)	until: (DD:MM:YY)	weekly hours:	employer:

3. Experience as a public servant in administration:

No. ▼	from: (DD:MM:YY)	until: (DD:MM:YY)	weekly hours:	employer:	salary bracket:

4. Other work experience and employment

No. ▼	from: (DD:MM:YY)	until: (DD:MM:YY)	weekly hours:	employer:	type of employment:

5. Experience that may be beneficial (e.g. graduate assistantships, scholarships)

(Prerequisite for experience as a graduate assistant: Employment must have been at least on a quarter-day basis, for at least two years, a maximum of half the time can be taken into account.)

No. ▼	from: (DD:MM:YY)	until: (DD:MM:YY)	hours per month:	employer:	type of employment:

C. Employee statement

Please note that false statements may lead to your employment contract being challenged and/or to reimbursement requests.

I hereby certify that I have the work experience stated above.

Heidelberg,

.....
Employee signature

D. Statement of the head of the university facility or project coordinator

Special note to the head of the facility:

Please be conscientious when assessing the professional experience and confirming beneficial experience, as the salary and the budgetary costs depend on this information.

1. Periods of relevant professional experience

I confirm that periods no. (see pages 2 and 3)

are relevant professional experience as defined by the TV-L.

Relevant professional experience is professional experience in the field of work assigned to the employee or tasks related to the assigned duties. This applies if the employee predominantly continues to work in the same capacity. However, it may be sufficient if the work performed is the same or similar, if its value is comparable with the future pay grade. It is essential that the knowledge and skills needed for the previous duties and the knowledge and experience acquired in this line of work are also specifically required for the new position; the two positions need to be at least similar in terms of their responsibilities and level. The essential criterion is the specific responsibility associated with the new position.

Relevant professional experience cannot be confirmed.

2. Periods of beneficial experience

The employer may take into consideration previous work experience completely or in part when calculating the step pursuant to section 16 (2) sentence 6 TV-L Wissenschaft if recruitment is to meet staffing needs and the previous work experience is beneficial for the new role.

Beneficial periods for calculating steps are generally subject to approval by the Ministry of Finance. However, by decree of 17 April 2007, the requirement for approval was revoked for graduate assistantships and scholarship holder experience.

a. Periods of graduate assistantships

Pursuant to section 16(2) sentence 6 TV-L Wissenschaft, periods as a graduate assistant may be taken into consideration on a case-by-case basis for academic employees, insofar as the duties as a graduate assistant are roughly comparable with duties of an academic employee in terms of quality and quantity.
(Confirmation needs to be attached for recognition of these periods!)

A maximum of half of the time worked as a graduate assistant according to these provisions can be taken into account; periods of less than a quarter of the regular working time of an academic employee cannot be taken into account.

In addition, periods of graduate assistantships of less than two years (i.e. 1 year for recognition) are not considered.

b. Periods as scholarship holder

After the completion of a higher education degree qualifying for a profession, periods as a scholarship holder may be periods of previous work experience and may, on a case-by-case basis, be taken into account as beneficial periods pursuant to section 16 (2) sentence 6 TV-L Wissenschaft, if the work performed as a scholarship holder is beneficial for the newly assigned duties.
(Confirmation needs to be attached for recognition of these periods!)

In addition to the prerequisites outlined under sections a and b, both cases (periods of graduate assistantships and as scholarship holder) must meet the following conditions and be justified by the head of the facility or the project coordinator:

In general, a prerequisite for taking into account beneficial periods is that the new employee is recruited to meet staffing needs, i.e. the need for staff cannot be satisfied without the new employee in terms of quality or quantity.

Justification:

Recognition of beneficial periods is always granted on a **case-by-case basis**.

If no or an insufficient justification for recognition of beneficial periods is submitted, these periods cannot be taken into account.

The HR department reserves the right to verify relevant professional experience and beneficial experience in its own responsibility, independent of the statements made above, and decide differently if necessary. Copies of employment contracts and/or proof of scholarships may be requested by the HR department.

Heidelberg,

.....
Signature head of facility or project coordinator

.....
Facility/institute stamp

NOTICE: Please check the assigned step in your salary statement.

Link to the salary scale: <https://lbv.landbw.de/-/tabellenentgelt-ab-01-01-2017-neu>

The English translation is for convenience only, the German version is binding.

Last updated: 09/2019