

Information Sheet for salary level allocation (Articles 16, 40 No. 5 TV-L FU)[Public Sector Collective Agreement on Laender]

In principle, determining the salary level for new employees is guided by the tariff characteristics of the **“relevant professional experience”**.

Definition of relevant professional experience:

Only periods of employment or service contracts are considered as professional experience. Particularly, periods of education, internship, volunteer work, scholarships, contract and freelance work and teaching assignments cannot be acknowledged. Activities as student or scientific assistants are not considered relevant professional experience.

Relevant professional experience is work experience in the job assigned or in a task related to the corresponding job. It exists when the previous job is continued essentially unchanged. However, the same or a similar task may also be sufficient. Important is whether the knowledge and skills necessary for the previous job or task-related knowledge and experience thus gained, is as a rule also practically necessary for and applicable to the new task and *shapes* it; the previous job and the new job must be the same with regard to task design and level. The task practically linked to the new job is decisive here.

Principle:

Employees who are entering into a working relationship for the first time and do not have any **relevant professional experience**, will on principle be ascribed to level 1 of their respective pay group.

If the prospective employee can show evidence of having at least 1 year of relevant professional experience from one or several work or service contracts, classification will be at least in **level 2** taking these periods into consideration or in **level 3**, if relevant professional experience of at least three years is verifiable.

Periods are taken into consideration as long as there has not been an interruption of more than 18 months between them.

Exceptions:

1. In order to **cover personnel requirements**, the employer may make an exception in well-founded cases and consider periods of employment in total or in part for prospective new employees during level allocation, if this job was beneficial for the prospective tasks. These may only be tasks that have not already been considered relevant professional experience.

A condition for considering beneficial periods for the allocation of a level is, in principle, the **need for recruitment**, i.e. personnel requirements cannot be sufficiently covered otherwise, either quantitatively or qualitatively. The supervisor must provide an in-depth and plausible explanation for this.

Contextually tasks that are the same in type or value and that the applicant performed for another public or private employer, are primarily considered beneficial periods. It is necessary that the tasks performed are beneficial for exercising the job especially for the new assignment. They may exist, in particular, if the previous task is factually closely linked to the task to be performed, and the knowledge, skills and experiences are obviously of significant use to fulfilling the task to be performed.

In addition to the necessary characteristics to cover personnel requirements, these periods must finally have been a prerequisite when making the decision to hire the applicant. This means that

without considering the beneficial professional experience, employment cannot occur (the applicant would not accept the job offered under this consideration), and it is also not possible to adequately fill the position otherwise. It is imperative that a detailed explanation for acknowledging beneficial periods is provided before the conclusion of the employment contract.

For new recruitment without advertising the available position beforehand, a consideration of beneficial periods is fundamentally not possible.

A right to have relevant beneficial periods taken into consideration does not exist.

2. When employing staff immediately after (i.e. without interruption) employment in the public sector, the employer may take the level achieved according to the regulations of TV-L, TV-Ü-Länder or a comparable collective agreement at the previous employer, into consideration when allocating a level, either completely or only in part.
The employee has no entitlement to the consideration of levels.

Periods of levels:

Level 2 after one year at level 1

Level 3 after two years at level 2

Level 4 after three years at level 3

Level 5 after four years at level 4

and

Level 6 after five years at level 5 (salary groups 2 to 8)

Surname, first name

To be filled out by the applicant and attached to the job application with an opinion from the sector entitled to make suggestions Appendix 1

Declaration form for level determination acc. to Art. 16, 40 No. 5 TV-L FU

Street, place, telephone

Prospective employment as ¹): _____ Assignment (short form) ²): _____

To be filled in by applicant in advance; corresponding evidence (employment contract, references etc.) must be included:

To be completed by department:

Employed with work contract or in service as:

Employer

from DD.MM.YYYY until DD.MM.YYYY

Salary/remuneration/pay according to (e.g. BAT, TV-L, TVÖD)

extent of weekly working hours

Corresponding professional experience is considered relevant/not relevant with regard to the intended employment/assignment (if necessary give short explanation)

Irrespective of the above conditions, the personnel department reserves the right to check periods that could be beneficial in its own responsibility and evaluate these differently if necessary.

Date, signature applicant

Name, signature supervisor, date

1 E.g. scientific employees, teachers for specific tasks, other employees

2 Not necessary in the case of attached job advertisement