

HFBK

Request to employ a student assistant/ student tutor

Please complete the request and the personal information form in full and attach the required documents.
As long as the application is complete and all documents are attached, a contract can usually be issued within around 5 days. If not, it may take up to 10 days. The student must not start work until the employment contract has been issued and signed by both parties!

Title: Ms Mr other unknown

First Name, surname, name given at birth: _____

Date of birth: _____ Place of birth: _____

Marital status: _____

Street name and number: _____

City, Postcode/Zip code: _____

Tel.: _____ Email: _____

Period of employment requested: from _____ to _____

Student tutors may not be employed outside of term-time (i.e. they may not work in the 'vorlesungsfreie Zeit').

Total hours requested for student assistant for the entire period of employment: _____

Average monthly working hours for student assistant (= total hours/number of months): _____

Number of semester weekly hours (SWS) for tutors: _____

Department/workshop: _____

Supervisor: _____

Summary of main tasks: _____

How will the student assistant be paid?

- SSP - Budgetary funds Workshop budget Workshop funds
 Third-party funding

Cost centre/Project: _____

Date _____ Signed (budget manager) _____

Last updated: 11 October 2022

Important notes on conditions of employment for student assistants and student tutors

Please note that if you are supervising a student assistant and/or a student tutor, you must ensure compliance with the following legal requirements:

Authorisation of time sheet

It is a legal requirement that a time sheet is completed by the student every month, and that this is signed by their supervisor and submitted to the HR department either each month or as a bundle at the end of their employment. **Where a student assistant works for 15 hours or more per month, they will be remunerated with a uniform, flat-fee monthly payment based on the average number of hours requested in this application. The student does not have to work the same number of hours every month. What counts is the total number of hours worked at the end of the contractual period of employment. Should it become clear that the number of hours you have requested needs to be increased or reduced, please let the HR department know via personal@hfbk.hamburg.de. We are able to amend the number of contractual hours at any time to enable us to avoid over- or underpayments. The final month's pay will be calculated after checking the total number of hours actually worked; as a result, we may need to make an additional payment only or may need to request a repayment of any overpaid hours.**

Working Hours

Student assistants: Weekly working hours may not exceed **19 hours a week or 86 hours a month** (for a maximum 12 semesters and including during vacation/reading weeks/other periods where no lectures are taking place)

Student tutors: Generally 2- 4 SWS per week of the semester (1 SWS = 2.25 clock hours) per week (for a maximum 4 semesters; student tutors may only be employed during the period when lectures are taking place).

Breaks

In accordance with Section 4 Working Time Act, employees must take a break of at least 30 minutes in a working day of more than six hours to a maximum of nine hours, and 45 minutes in a working day of more than nine total hours. Breaks must be agreed in advance. They may be broken down into 15-minute periods, e.g. an employee may take two breaks of 15 minutes each instead of one 30-minute break. Employees may not work for more than six hours consecutively without a break. Breaks are unpaid.

Annual Leave

Student assistants and student tutors are entitled to annual leave. Annual leave entitlement is calculated as hours of work x 0.0766509. Total working time is reduced by the amount of annual leave entitlement. Time spent on annual leave must be shown on the time sheet submitted by student assistants as 'annual leave'.

Student assistants Example: 20 hours/month x 0.0766509 = 1.5 hours of annual leave per month of employment.

Student tutors Example: 2 SWS x 2.25 x 15 term weeks x 0.0766509 = 5.17 hours of annual leave for the entire period when lectures are taking place.

Remuneration/costs from 01.10.2022!! **Warning: increased budget costs!!**

Student assistant: 12.00 € gross per clock hour (Cost to employer €15.36 per clock hour)

Student tutor: 135.44 € gross/SWS (2.25 clock hours) (Cost to employer €173.73/SWS /4.348 x 15 semester weeks)

HFBK

PERSONAL INFORMATION FORM

For student assistants/tutors

(This form must be completed in full at the beginning of each new or extended contract of employment, including where the student has previously held an employment contract with the HFBK Hamburg.)

I. Personal Details

First Name, surname, name given at birth: _____

Immatriculation (enrolment) number: _____

School-leaving qualification (e.g., Abitur): _____

Professional qualification(s): No

Yes/Where obtained? _____

Higher education degree: No

Yes- Level and subject? _____

Bank details

Bank or Building Society, Account-Holder: _____ BIC/ SWIFT Code: _____

IBAN: _____

► For non-German applicants: Passport valid until: _____

Residence permit/Freedom of movement certificate valid until: _____

Tax Identification Number (can be found in correspondence from your local tax office or on your tax record): _____

This employment represents:

My main or only paid employment Additional employment (Tax class VI)

We require this information in order to obtain your details from the national wage tax deduction register (ELStAM)!

II. Details of any other current employment

I do not have another job

I am currently also employed by (Name and address): _____

for _____ hours for _____ € a week

OR

for _____ hours for _____ € a month

This employment began on _____

This employment ended on _____

III. Details for social insurance

I am insured with the following health insurance provider: _____

I am insured with another member of my family through: _____
with: _____

I am insured with a private health insurance provider (name of provider): _____

Details of any employment not with the HFBK in the last twelve months

This is needed to ensure that you comply with requirements related to taxation and 'mini-jobs'.

From:	To:	Days worked:	Employer:	Hours and payment per week	Hours and payment per month

III. Please include the following documents with your application:

A certificate of student enrolment for the current semester (for non-HFBK students)

is attached has already been submitted (previous contract)

Copy of your health insurance card or proof of membership

is attached has already been submitted (previous contract)

Social insurance certificate (if available)

is attached is currently pending has already been submitted (previous contract)

If you do not already possess a social insurance certificate, this must be applied for with the Deutsche Rentenversicherung (German national pension agency) or your statutory health insurance provider.

Students who are foreign nationals should contact their local immigration office Welcome Centre for assistance.

Note: Once you have received your social insurance certificate, please ensure that you present this to the HR department as soon as possible.

For non-EU students:

Copy of passport and residency permit and/or (for EU students)

Freedom of movement certificate is attached has already been submitted (previous contract)

I hereby confirm that the above details are accurate and complete.

I am aware that I must inform the university immediately and in writing of any changes to the above information. If I provide incomplete or inaccurate information, or fail to notify the HR department of amendments, I can be subject to the requirement to pay additional social security contributions.

I confirm that I have been issued with information about the possible consequences of exemption from enrolment in the mandatory pension insurance scheme and a form to apply for exemption from the payment of pension contributions on the grounds that this employment falls below the tax threshold as defined under Section 6.1b, Code of Social Law VI (Sozialbuch Sechstes Buch SGB VI).

(Place and date) _____ (Signature) _____