

Information sheet for student assistants

Employment requirements

Anyone enrolled in a degree program leading to a professional qualification can be hired as a student assistant. The employment relationship ends at the latest upon de-registration, in accordance with Section 33 (2) sentence 3 of the Lower Saxony Higher Education Act (NHG).

Maximum period of employment

The maximum period of employment as a student assistant is 72 months or 6 years (§ 6 Wiss-ZeitVG).

Previous periods of employment at other German universities or research institutions are taken into account.

Working hours

The monthly working hours are specified in the employment contract. However, it may not exceed a total of 86 hours per month, as student assistants may only be employed for less than half of the regular working hours of employees in the public sector (Section 33 (2) of the Lower Saxony Higher Education Act).

Documentation: The start and end of the daily working hours are agreed between the assistant and the employing institution and documented. The form "Working Hours Record for Assistants" must be used for documentation. This can be found in the forms section (<https://liquidoffice.vw.tu-clausthal.de>) under the folder "Time Recording and Working Hours."

Vacation

For each full month of employment as an assistant, you are entitled to vacation in accordance with the Federal Vacation Act (BUrlG). This is calculated by the Human Resources department and announced in the cover letter accompanying the employment contract.

Illness

In the event of illness, the employing institution must be informed immediately. If the illness lasts longer than 3 calendar days, a certificate of incapacity for work from the attending physician is required. Continued payment of remuneration is guaranteed for up to 6 weeks and is governed by the Continued Remuneration Act. However, it should be noted that entitlement to continued remuneration only arises after four weeks of uninterrupted employment ("waiting period" in accordance with Section 3 (3) of the Continued Remuneration Act).

Pregnancy and maternity leave

The hiring institution and the human resources department must be informed of the pregnancy in good time so that the protective rights of the pregnant woman can be guaranteed.

The maternity leave period is calculated by the human resources department. In order to determine the end of the maternity leave period, the birth certificate must be submitted.

If the assistant wishes to take advantage of the option of parental leave, a corresponding application must be submitted. The application form can be found in the forms section and should be discussed with the hiring institution at least 7 weeks before the start of parental leave.

Remuneration

In order for remuneration to be paid, all documents required for employment must be submitted to the Human Resources department in full and signed by the hiring institution (usually the secretariat).

Hourly rates are set by the Ministry of Science and Culture for the whole of Lower Saxony and are adjusted regularly.

Additional employment relationships with other employers

Additional employment relationships with other employers must be reported to the hiring institution and the Human Resources Department!

The determination of the primary and secondary employment relationship is relevant for the assignment of the tax class. The main employment relationship is assigned tax class I to V (1-5). Each additional employment relationship (secondary employment relationship) is assigned tax class VI (6).

Tax class VI (6) has the highest deductions, as no allowances apply. Tip: The assistant should choose the job for which they receive the highest wage as their main employment relationship.

Social security for multiple employment relationships

Under social security law, student status is tied to a maximum weekly working time of 20 hours during the lecture period.

Working hours in other employment relationships (not at Clausthal University of Technology) are also taken into account when calculating the maximum working time.

Exceeding this limit results in comprehensive social security obligations for the employment relationship and withdrawal from student health insurance (working student privilege no longer applies).

Regardless of the number of hours, the respective earnings from the other employment relationship are also of great importance. This is particularly important when checking whether or not the job is still considered a mini-job (combined earnings).

Annual bonus

Student assistants are granted an annual bonus outside the collective agreement in accordance with § 20 TV-L. Entitlement to the payment is based on an employment relationship existing on December 1.

Termination/End of Employment

Employment automatically ends on the last day specified in the employment contract.

If student status expires (e.g., after de-registration due to completion of studies), the Human Resources Department must be informed immediately. Employment as a student assistant is then no longer possible.

The notice period is four weeks to the 15th or the end of the calendar month. The right to terminate the contract (termination agreement) by mutual consent remains unaffected.