Information sheet for professors

What regulations are there concerning working hours?
As a professor, you are not subject to any legal provisions on working time. However, during lecture periods you are obligated to regularly be present to properly fulfil your duties in teaching, examinations, supervision and all other service duties. During lecture-free periods, you are also obligated to show adequate presence and reachability. The teaching obligation is based on the Lehrverpflichtungsverordnung and is generally 9 semester hours per week; the proper performance must be documented regularly on a prescribed sheet.

What is my annual leave entitlement?
You are entitled to 30 workdays of annual leave per calendar year. Additionally, you are entitled to one day of reduced working hours per year (the so called “Arbeitszeitverkürzungstag”). If your employment as a civil servant begins or ends during the leave year, as a rule, you are granted 1/12 of your annual leave entitlement for each completed month of employment. As a rule, your annual leave must be taken during lecture-free period. The statutory minimum vacation of 20 working days may not be used for the performance of secondary employment.

What must I observe when travelling on business?
The web pages of Dezernat (Division) III provide forms and information sheets with requirements for business travel. If you wish to travel during the lecture period, this must, as a rule, not impair your teaching duties; for this reason, you must notify the Dean of such business travel beforehand. Moving lectures or finding a substitute lecturer is also considered as an impairment.
Please submit your travel expenses claim in writing to the HR Services department strictly within six months for clearing and reimbursement. This period starts on the day after completion of your business trip. The incoming mail stamp of the HR Services department determines whether the claim was received on time.

What must I observe in case of illness?
You must notify the institute and the Dean on the first day of your illness. If your incapacity for work can be presumed to continue for more than a week, you must submit a medical certificate (this is based on calendar days, not working days). If, at the beginning of your incapacity for work, it it foreseeable that your incapacity for work will continue for more than a week, submit the medical certificate immediately. After each period of incapacity for work, complete a resumption of work form independent of the existence of a medical certificate.

When can I apply for a research semester?
In order to pursue specific research projects you can apply for temporary leave from other service duties while continuing to receive your salary. However, it must be guaranteed that teaching and examinations in your subject are properly covered by a substitute. Between your previous research semester and the newly applied for research semester, there must be a period of four years in which you complied with teaching duties. If you wish to apply for a research semester, please submit your request via the Dean to the President.

May I carry out a secondary employment?
Any secondary employment must be approved previously. In special cases, notification is sufficient. Please submit the request for approval (or notification) to the HR Services department in good time before taking up the secondary employment. Secondary employment can be denied if there is concern that the secondary employment may prejudice the interest of the service.

What are my duties as a civil servant?
Civil servants must be fully and personally committed to their profession and perform the duties entrusted to them in a disinterested way and to the best of their ability. Their conduct must be in accordance with the respect and trust their profession demands. Moreover, you must always behave in a way that reflects your commitment to the free democratic basic order as set out in the Basic Law, and uphold and defend it.

Landesamt für Besoldung und Versorgung - competent for what?
The Landesamt für Besoldung und Versorgung (LBV) is the competence office for paying out your salary, calculating and paying out “Beihilfe” (= state aid to cover the actual cost of a disease) and old-age pensions.
Please find further information and forms on the website of the LBV under
https://lbv.landbw.de/service/fachliche-themen/neueinstellung.

How can I educate myself further?
The internal continuing education programme under https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/pe/fortbildung offers interesting courses. The head of Staff Development, an experienced facilitator and coach, is also available for all questions related to continuing education, team development and coaching.

Whom do I contact for family-related issues?
The Family Service supports you as the central contact body for family-related issues, such as: *What childcare facilities are there at Ulm University? Where do I find information and support regarding care of dependants? How can I ideally reconcile work and family?*
Contact person: maria.stoeckle@uni-ulm.de.

Is there a job ticket?
Yes, the job ticket is a ticket subsidised by the federal state of Baden-Württemberg offered to all state employees for trips between home and workplace. The ticket is available by annual subscription to be paid monthly. You can apply to the Landesamt für Besoldung und Versorgung (LBV) for the monthly subsidy of 25 €. It is paid out with your salary. Please find further information on the website of the LBV under https://lbv.landbw.de/service/jobticket-bw.

What can the membership card be used for?
The membership card shows your entitlement, e.g., vis-à-vis the security service. It also serves as your library card for the university library, for copying, to access certain areas and entitles you to use the car parks liable to fees offered by the DUU (Dienstleistungsgesellschaft Universitätsklinikum Ulm mbH).
Through the integrated electronic purses, you can pay your parking fee or buy (discounted) food and drink in the canteens run by the Studierendenwerk (student services). There are separate machines for loading the cards on campus.
Should you lose your membership card, please send a loss report to Zentrale Verwaltung, Abteilung Recht und Organisation, to have your card blocked.
CAUTION: The University cannot block the electronic purses; for this, you need to contact the Studierendenwerk (student services) and the DUU directly.

Where on campus can I park?
You can use the car parks of the DUU (Dienstleistungsgesellschaft Universitätsklinikum Ulm mbH), which are liable to fees. The fees of one Euro per day are debited from your membership card - entitling you to use the car parks - as you exit. Within 24 hours, you can change car parks without additional costs.
The ticket machines for loading the membership card are located in the car parks.

What can I do for my health and in my spare time?
Ulm University's occupational health management programme "Der Eselsberg bewegt sich" and University Sports offer a wide range of possibilities to maintain and improve your health. The offer comprises a variety of courses, action days and other events as part of the University Sports programme.
The Centre for the Arts (MUZ) proposes various musical and artistic activities.

What catering facilities are there?
Please find a detailed overview of canteens and cafeterias with current menus on the website of the Studierendenwerk (student services) Ulm: https://studierendenwerk-ulm.de/.

Where can I find information on data protection?
Information on data protection can be found in the information sheet on data collection, data processing and data protection for academic staff in accordance with § 44 (1) and (2) LHG, non-academic staff and trainees under the following link:
https://www.uni-ulm.de/einrichtungen/zuv/dezernat-3/abt-iii-1-personalservice/

What must I know when phoning?

Central contact Uni (no switchboard)	+49 (0)731/50-10, internally: 99
Code for external official calls	0
Code for external private calls	91

Please find further information and forms on the website of Ulm University: www.uni-ulm.de.