

Dear teaching staff,

Dear colleagues,

To help make the process for employing student assistants and student tutors easier and better for everyone involved, we have made some changes as follows:

1. **Increased hourly rate**
2. **Regular payments**
3. **Longer employment contracts**
4. **A simplified employment process.**

1. **Increased hourly rate**

The minimum wage is increasing from 1 October 2022. This means that starting from the winter semester 2022/2023, student assistants and tutors are entitled to a higher hourly rate.

The budget implications are as follows:

Student assistants: 12.00 € gross per clock hour

(Cost to employer €15.36 per clock hour)

Student tutors: 135.44 € gross/SWS (2.25 clock hours)

(Cost to employer €173.73/SWS /4.348 x 15 semester weeks)

Please take this into account when you are calculating the number of hours you will need.

2. **Regular payments for contracts based on monthly working hours of at least 15 hours**

From October 2022, student assistants who work for 15 hours or more each month will receive a **monthly uniform, flat-rate payment** calculated on the basis of their total hours and the period of their employment contract. At the end of the period of employment, we will check whether the student has completed all the hours originally requested in your application. **The monthly time sheets must still be used to record the hours and must still be signed by you.** These can either be submitted each month, or collated and submitted to the HR department at the end of the student's employment.

a. Please ensure that you

- 1) Calculate the number of hours that you will regularly require a student assistant to work each month. Remember that generally, fewer hours are needed outside of term-time ('vorlesungsfreie Zeit');
- 2) Check whether the hours you have requested are actually being worked;
- 3) Inform the HR department of any necessary amendments to the contract if you notice that you need the student to work more/fewer hours;
- 4) Check the student's time sheet each month and sign it as usual;
- 5) Submit the time sheets to the HR department either individually each month or collated at the end of the contract of employment, so that the student's final pay can be calculated.

- b. To ensure that student assistants do not end up having to pay back any overpaid hours at the end of their employment, you as their supervisor must ensure that they have worked and recorded all the hours that they are contracted to work.
- c. Please also note that student assistants may not work a total of more than 19 hours a week/86 hours a month. Hours worked in other employment also count towards this total. If the total is exceeded, the assistant will no longer be classed as a student but as an employee, which impacts their insurance status. In future we will only be able to check this retrospectively, which means we will not be able to avoid the legal consequences of any change to their status.

If the contract is for less than 15 hours per month, the time sheets should be submitted monthly as usual to the HR department. The monthly payment will be based on the hours recorded.

3. Longer employment contracts

Starting immediately, contracts for student assistants can be issued for periods longer than a semester. If you would like to employ a student for **a whole year**, please do request this.

4. Simplified employment process

You can find the new form to request to employ a student assistant/tutor on our website under the name of your department's HR contact. Once the student has completed all their parts of the form **in full** and provided all the necessary documents, please add the number of hours you are requesting and sign it before it is submitted to the HR department.

Should you have any questions or need any support, please do not hesitate to get in touch.

With very best wishes

Your HR department