



Notification of Secondary Employment

Surname, Given name(s)

Position title

Faculty/Institute/Organisational Unit/Tel.

Type of secondary employment (please attach contracts etc. and explain using appendices if required)

Name and address of the client/employer

Details of the secondary employment

Planned overall length of secondary employment from:

to

Scope (time), including travel and preparation time:

weekly hours
monthly hours
overall hours

Request to fulfil the secondary employment entirely or partially **during working hours**:

(Scope and special reasons must be provided in an attached explanation)

yes
no

Scope of current teaching obligations in primary employment contract (only academic staff):

number of hours per week (target)

number of hours per week (actual)

Estimated **payment amount/income/monetary employee benefits**

per month
in total

Use of the University of Rostock's facilities, staff and materials

It is not possible to use facilities, staff and materials if specific written approval has not been granted and/or a user agreement has not been drawn up in writing. Users must pay a fee pursuant to § 14 NLVO M-V for using any of these resources.

no yes

	Period (from to)	Scope (hours/week)	Comments
Facilities			
Staff			
Materials			

Declaration:

I am aware that I am required to notify my employer of any secondary employment in good time, usually one month prior to commencement, and that, as a rule of principle, secondary employment is to be performed outside of working hours. I must notify the Human Resources and Staff Development Division of any changes immediately. I have read and understood the information regarding the use of facilities, staff and materials.

I am aware that I may be prohibited from taking up secondary employment or that it might be permitted subject to conditions. There may be an obligation to surrender some of the income from secondary employment in the public service sector.

I confirm the details made above are correct and complete.

Rostock

Signature

Line Manager's assessment

- There are no concerns regarding the envisaged secondary employment.
 - The member of staff meets their teaching obligation (only for members of academic staff).

- There are concerns regarding the envisaged secondary employment.
(e.g. conflict of interests, requires excessive amounts of time or physical labour, with regard to the use of facilities, materials and staff, with regard to performing the tasks during working hours - please provide a detailed explanation)

Rostock,

Signature of the Line Manager

Acknowledgement of the Dean or Head of the Organisational Unit

Rostock,

Signature of the Dean or Head of the Organisational Unit