

.....  
Name:

.....  
Institution

To

Internal Mail

**List of secondary employments in the year                      and report of changes according to section 8 Act on Secondary Employment at Public Service Institutions of the Land of Baden-Württemberg (LNTVO)**

**A        Declaration according to section 8 no. 1 LNTVO**

(Please fill in all fields, a reference to the approval form is not sufficient.)

| No. | Type of secondary employment <sup>1)</sup> | Employer | Hours per week <sup>2)</sup> | Duration of secondary employment | Remuneration <sup>3)</sup> in the year of declaration |
|-----|--|----------|------------------------------|----------------------------------|---|
|     |  |          |                              |                                  |   |

<sup>1)</sup> All secondary employment is subject to approval. This includes secondary employments on request of the employer as well as secondary employments, which are not subject to approval, but have to be reported.

<sup>2)</sup> Actual number of hours in respective week. No average values.

<sup>3)</sup> Any monetary consideration (gross) or payment in-kind is considered remuneration. This includes lump sum compensations and daily or accommodation allowances. The latter are only concerned if the amounts exceed those stipulated in the travel expenses regulations for civil servants.

**B Note on remuneration restrictions according to section 8 no. 3 LNTVO**

If a secondary employment is carried out under an *employer of public or equivalent service* or outside of public service, *but upon requirement, suggestion or arrangement by the superior*, an expense report on the remuneration has to be submitted, as far as the remuneration does not exceed EUR 1,200 per year and no exceptions are made regarding surplus remunerations.

If you are engaged in a secondary employment according to the statements above, please refer to the person in charge of Division V - Human Resources and check if you have to turn in any surplus remuneration to your main employer.

**C Rental fee payment**

Have you made use of

- infrastructure       material       staff

from the university in order to engage in secondary employment?

- No
- Yes       The expense report has been attached.
- The payment has already been submitted on
- Remuneration from secondary employment will be received in ..... (year).

I hereby confirm that the information provided above is both accurate and complete.

.....  
City, Date

.....  
Signature