

.....
Surname, first name, job title

.....
Department/group

ZUV
University of Bayreuth
Division III/1.1

-internal mail-

Usage fee for secondary employment

- ¹⁾ Annual declaration **as at 31 March** for **ongoing** secondary employment involving the (generally) authorised use of the employer's facilities, staff or materials (Sections I and II)
- ¹⁾ Notification **following the termination** of secondary employment involving the (generally) approved use of the employer's facilities, staff or materials (Sections I and II)
- ¹⁾ Annual notification **as at 31 January** regarding remuneration for secondary employment carried out in the public service or in a service equivalent thereto, or at the suggestion or instigation of the employer (Section III)

Accounting period from to

for the secondary employment

Attachment: ¹⁾ List of services provided (Appendix 1)

¹⁾ List of expenses in accordance with Section II, Nos. 3 and 4 below (Appendix 2)

I. During the above-mentioned accounting period, no use was made of the employer's facilities, staff or materials

¹⁾ did not take place (**no further details are required**)

¹⁾ took place (for further details, see Section II and the list in Appendix 1)

II. For the purpose of determining the remuneration, I provide the following details

1 Remuneration received during the accounting period.....EUR ²⁾

2 Funding contributions paid to the university's contact point in respect of secondary activities carried out as part of technology transfer ³⁾EUR

3. Grants awarded during the accounting period to the institute or chair which I head or to which I am assigned, insofar as they are required for government-funded research:EUR

4. Expenses for privately employed staff paid from income from secondary employment, which do not qualify as cash outlays and have therefore not been deducted from the remuneration received (cf. Section 2(4) of the Bavarian Higher Education Staff Regulations (BayHSchLNV) or Section 2(4) of the Bavarian Staff Regulations (BayNV)):EUR

Further details regarding 3. and 4. (in particular the type and purpose of the items purchased, names of the employees, and the amounts spent) are contained in the informal list I have attached (Annex 2)

5. The use concerned the following service group(s):

Use of facilities (e.g. rooms, instruments, machines and other items of equipment)

Use of staff

Consumption of materials

The nature and extent of the use are set out in the attached list (Appendix 1).

III. **Information on the obligation to declare remuneration from secondary employment in the public sector** Remuneration for one or more secondary activities carried out in **the public service** or in a **service equivalent** thereto (Sections 4 and 5 of the Bavarian Civil Service Remuneration Regulation (BayHSchLNV) or Sections 4 and 5 BayNV) or **at the suggestion or instigation of the employer** (authority or institution of the State of Bavaria) must be handed over to the employer in the main post if they exceed certain maximum amounts (Sections 16 et seq. BayHSchLNV, Sections 9 et seq. BayNV). Irrespective of this, the obligation to pay a fee for the use of the employer's facilities, staff or materials remains (see points I and II).

1. During the above-mentioned accounting period, I carried out secondary employment in the public service or in a service equivalent thereto
- did
- did not carry out (**no further details are required**)

2. In doing so, I received remuneration:

- for standard engineering services listed in the Fee Schedule for Architects and Engineers (HOAI)EUR ²⁾

of which 6% is to be remitted in accordance with Section 17(4) of the Bavarian School Construction Regulation (BayHSchLNV) EUR...

- for the following other secondary employment
EUR ²⁾

In accordance with Section 10(1) in conjunction with Section 9(3) of the Bavarian Tax Regulation (BayNV) or Section 17(1) in conjunction with Section 17(3) of the Bavarian Higher Education Tax Regulation (BayHSchLNV),

- obligation to submit
- no obligation to submit

There is **no** obligation to submit records for the following secondary activities (Section 18 of the Bavarian Higher Education Staff Regulations, Section 11 of the Bavarian Staff Regulations)

1. teaching or instructional activities,
2. involvement in examinations,
3. writing, academic or artistic work, or lecturing,
4. activities in the field of applied or scientific research,
5. independent expert work related to teaching or research duties in accordance with Section 7 of the Bavarian Higher Education and Research Act (BayHSchLNV),
6. work as a court or public prosecutor's expert,
7. employee inventions,
8. activities carried out exclusively during a period of leave of more than three months, or in exceptional cases of more than one month, during which remuneration ceases,
9. activities necessary for the maintenance of official operations or in the public interest, insofar as the Bavarian State Ministry of Science, Research and the Arts deems an exemption from the obligation to hand over documents to be necessary,
10. the temporary filling of the post of a scientific or artistic civil servant at a university,
11. the role of professor in accordance with Article 18(8), first sentence, of the Bavarian Higher Education Act (BayHSchPG) (visiting professor),
12. Activities carried out in the implementation of government programmes and within government-funded institutions that serve to promote innovation or technology transfer,
15. Activities as a legal representative in court on the basis of a mandate from a body governed by public law.

Remuneration is subject to the obligation to pay a share **only if the following maximum amounts** are exceeded:

for academic staff (pursuant to Section 17(1) in conjunction with Section 16(3) of the Bavarian Higher Education and Research Act):

for civil servants in the salary grade and comparable employees	Maximum amount
A 13 to A 16, C 1 to C 3, W 1, W 2	EUR 4,908.00
C 4, W 3	EUR 5,520.00

for other staff (pursuant to Section 10(1) in conjunction with Section 9(3) of the Bavarian Civil Service Regulations):

for civil servants in the salary grade and comparable employees	Maximum amount
A 1 to A 8	€ 3,684.00
A 9 to A 12	€4,296.00
A 13 to A 16, B 1, R 1 and R 2	€4,908.00
B 2 to B 5, R 3 to R 5	€5,520.00
B 6 and above, R 6 and above	€6,144.00

IV. I shall pay the fee or the specified amount set by the University no later than one month after it has been determined.

I certify that the above information is complete and accurate in accordance with my professional duties.

.....
Place, Date

.....
Signature

Footnotes

- 1) Please tick the applicable box
- 2) The remuneration is exclusive of the VAT collected. For further possible deductions, see Section 2(4) of the Bavarian School Transport Regulation (BayHSchLNV) or Section 2(4) of the Bavarian Transport Regulation (BayNV).
- 3) In the case of ancillary activities carried out as part of technology transfer, any funding contributions payable to a contact point established at the university shall be offset against the fee up to a maximum of 50 per cent of the fee.

Appendix 1 to the 'Usage Fee' form

List of the use of facilities, staff or materials

Short description of the secondary activity (e.g. expert opinion)	Remuneration in EUR	Use of facilities (rooms, instruments, machinery, other equipment)				Use of civil servants				Consumption of materials		
		a) Number and description of the facility (e.g. laboratory, office space, computing facilities, etc.) b) Size of the rooms in m ² c) Any applicable fee rates for the services utilised service	Duration of use in hours	Flat-rate reimbursement : 4% of column 2 ¹⁾	Benefit equalisation allowance: 50% from column 5	a) Number b) Pay grade, pay group	Duration of use per employee in hours	Flat-rate cost reimbursement : 8% of column 2 ¹⁾	Benefit equalisation allowance: 50% from column 9	a) Type and quantity of material b) Procurement and administration costs for the materials used (if known)	Flat-rate cost reimbursement : 4% of column 2 ¹⁾	Benefit equalisation allowance: 50% from column 12
1	2	3	4	5	6	7	8	9	10	11	12	13

^{1) Note:} If the flat-rate amount deviates by more than 25% above or below the actual costs, the proportionate costs for the procurement and administration – and, where applicable, the maintenance – of the equipment used shall be determined; where staff are utilised, the proportionate staff costs, including ancillary staff costs, shall be determined. The 25% deviation refers to the actual costs incurred in **the overall result** of all service groups utilised.