



Stand 12/2022

Universität Regensburg

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Place of employment

Determination of Pay Grade¹

1. Personal details

Form with fields for Family name, First name, Date of birth, Completed vocational training / administration exam as, Duration of training², Previous duties as³, at, from/until

2. Duties to be performed from

Table with 3 columns: Serial number, Description of the duties⁴, Proportion of time in %

3. Requirements (Specialist knowledge, skills)

Table with 3 columns: Serial number of work, Evaluation of the work, Proportion of time in %

1 This form is to be used for the classification of employees according to Part III of the remuneration table. 2 The prescribed duration according to the training regulations should be shown here. 3 To be indicated, insofar as relevant for the classification. 4 The particular and specific duty should be described. Work of differing pay scale classifications is to be broken down by time (e.g. for tradespeople doing normal work, high quality work, particularly high-quality work). The differentiation of the duties should be conclusively justified under No. 3 on this form.

	Duties with successfully completed training in a recognized training vocation with a training duration of less than three years / of at least three years ⁵	
	Justification of other requirements, in particular the distinguishing characteristics ⁶ .	

Regensburg, _____
Place, date

Signature of supervisor

4. Result

The employee is thus classified to the pay group TV-L from
(Pay group case group of Part Section Subsection of the
remuneration table of the TV-L.)

Regensburg, _____
Place, date

Signature

⁵ Cross out as appropriate.

⁶ The description must show without room for doubt which raised requirements the duties carry and the circumstances on which they are based. In cases with several distinguishing characteristics each must be justified separately. General formulations, in particular repetitions of relevant characteristics of the work are not adequate.