

## The employment contract - the basis of the employment relationship

The employment relationship of academic staff at the UoC employed under collective agreements is based on the **collective agreement of the federal states (TV-L, TV-Ä)** and is regulated in the employment contract. The employment contract must be drawn up in writing in accordance with the provisions of the TV-L. It explicitly contains the essential conditions of the employment relationship. In addition, reference is made to the applicable collective agreement for further terms and conditions of employment. The employment contract is concluded when both contracting parties sign it.

## The Verification Act - what the employment contract must contain

Irrespective of the TV-L, the essential contractual conditions must be documented in writing in the employment contract in accordance with the Verification Act. By amending this law on 1 August 2022, the employer's obligation to provide information has been significantly extended. As a result, the employment contracts issued since then differ noticeably from those issued previously.

The contractual conditions to be documented in accordance with the law are set out **in writing** in the employment contract. Alternatively, the terms and conditions of employment may be documented separately in writing. These minutes must be handed over no later than one month after the start of the employment relationship. The employer must sign all documents - the employment contract and, if applicable, the minutes - and hand them over in **printed form**.

The **essential information** in the employment contract must include the address details of the contracting parties, the place of work, the start of the employment relationship and, in the case of fixed-term contracts, the end date and the description of the activity. Information on the scope of employment, pay grade and holiday leave can either be specified in the employment contract or be covered by a reference to the collective agreements. This also applies to other working conditions such as the obligation to work overtime and on-call duty, the duration of the probationary period and the termination procedure.

All employment contracts issued at the UoC for new recruitments and extensions must comply with the Verification Act. Contract amendments are not necessarily affected by this.

### For further reading:

TV-L:

<https://www.tdl-online.de/tarifvertraege/tv-l>

TV-Ä:

<https://www.tdl-online.de/tarifvertraege/tv-aerzte>

Verification Act:

<https://www.gesetze-im-internet.de/nachwg/>

**Do you have any questions? Please feel free to talk to us!**