



Application for Recognizing Occupational Periods Reckonable for Civil Service According to § 30 of the Landesbesoldungsgesetz Rheinland-Pfalz (Rhineland-Palatinate Federal State Salary Law)

1. Applicant

Last Name, First Name	Birth Date
Faculty/Institute	

I request that the following listed time periods be counted as reckonable periods, within the legal framework and taking my superior into account, and that the commencement of my employment be recorded as earlier than it was. The corresponding documents are enclosed.

	occupational periods (main job) (type of work and employer)	from DD/MM/YYYY	to DD/MM/YYYY	scope of occupation (hrs/week)
1.				
2.				
3.				
4.				
5.				

.....
City, Date

.....
Signature

2. Supervisor's Statement/ Opinion

occupational period	from DD/MM/YYYY	to DD/MM/YYYY	reckonable	not reckonable
No.1				
No.2				
No.3				
No.4				
No.5				



Detailed Explanation (also in cases of application denial and partial acceptance):
e.g. "The occupation listed as No. 1 is wholly/ partially/ not reckonable, because..."

[Empty box for detailed explanation]

.....
City, Date

.....
Supervisor Signature



Informational Leaflet on the Occasion of the Appointment

Beginning on January 1, 2012, a new law pertaining to public service took effect in Rhineland-Palatinate. In accord with this, the federal state salary law was revised in regard to the salary system. Thus, the basis salary in salary grade A's groups will still be measured according to levels. However, they will no longer be determined according to the age of the civil servant, but according to the actual commencement of service. You can find the updated salary tables here: <https://www.lff-rlp.de/service/gehaltstabellen/> (link in German).

Information on the allocation of levels:

When beginning employment, you enter into the first level of the basic salary table. The basis for the level allocation is, as a rule, the actual commencement of employment. However, when transferring, the decisive point of time is the date of employment by the former employer.

Two circumstances can result in being placed into a higher level.

1. If the applicant has, for certain periods of time, done military or civilian service, or took maternity or paternity leave (for example). These time periods are **taken into account on a mandatory basis** when determining the level of allocation, according to § 30 of the Rhineland-Palatinate federal state salary act (*Landesbesoldungsgesetz, LBesG*). Therefore, the commencement of employment is recorded as earlier than it actually is.
2. Additionally, § 30 LBesG allows for a chance to count **reckonable periods of employment (main job)** in order to record the commencement of employment at an earlier date than it actually is. However, applicants have **no legal claim** to this.
3. Previous periods of occupation (main job) which are advantageous for the civil service and were not prerequisites for career qualification can be wholly or partially considered if the applicant submits a written request. Periods of occupation which were on the qualification level of a job which requires training, within and without civil service, and spanned at least six months may be taken into consideration. The periods of employment must be objectively related to possible work activities at the level of qualification concerned or have given rise to knowledge, skills or experience which will be useful or of interest for the work activities to be carried out.

An occupation is deemed to be the main job when the work is carried out for remuneration, represents the main focus of the occupational activity, requires the majority of work time and effort, corresponds to the occupational profile characterized by training and choice of occupation and would have been permissible in the same time period as civil service with the same scope of employment. Complete and partial recognition is possible. Partial recognition may come to pass if the previous period of employment is only conditionally reckonable for future work activity. The scope of employment, such as being employed part-time, has no bearing on recognition.

Which times are recognized to which extent must be plausibly substantiated and detailed by the supervisor. The decision if and to which extent full-time periods of occupation are recognized is made by the Johannes Gutenberg University's Human Resources department, and based on the submitted documents and the supervisor's position on the application form with due assessment of the circumstances.