

### Scale allocation for newly appointed employees

On appointment employees will be allocated to Scale 1 if they do not have any relevant experience. If employees have relevant experience of at least one year at another employer they will be appointed at Scale 2.

In addition, times of relevant experience at other universities and non-university research institutions will generally be recognised for employees in **Pay Groups 13 to 15** (academic employees). The relevance of experience has to be confirmed by the employee's line manager/professor and above an allocation to Scale 4 this also has to be justified separately. The same applies to all employees in **Pay Groups 9 to 12**, if they make an important contribution to planning, preparing, implementing and/or evaluating academic projects. This also has to be justified by the line manager in writing.

To cover personnel needs, times of previous employment can be taken into account in full or in part for the scale allocation, if this is necessary for the employment foreseen. This also has to be justified accordingly and applies to **people in all Pay Groups**.

Department	Surname	First name	Date of birth	Pay group

Relevant experience to be considered for the allocation (please attach verification):

Employer	from	to	Type of employment

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Line manager

**Justification for the consideration of relevant experience for employees up to Pay Group 12 or for employees of Pay Groups 13 to 15 who are to be allocated to Scale 4 at least:**

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Line manager