Universität Bremen

Scale allocation for new employees

§ 16 (2) TV-L Scale Allocation

On appointment employees will be allocated to Scale 1 if they do not have any relevant work experience. If employees have relevant work experience of at least one year at another employer they will be allocated to Scale 2.If employees have relevant experience of at least three years at another employer they will be allocated to Scale 3.

§ 40 Special regulation for employees at universities and other non-universitary research institutions according to § 16 TV-L

Relevant work experience at other universities and non-university research institutions will generally be recognised for employees in **Pay Groups 13 to 15**. 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.

Department	Surname	First Name	Birth date	Pay group

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

➔ **will be filled in by Dezernat 2**

Employer	From	Till	Type of employment	Interruption due to parental leave or special leave from	Interruption till	Anrechnung + / -	Jahr(e)	Tage
						Gesamt:		
						Stufe / BDA:		

Date, Signature Employee

Signature Dezernat 2

* please enclose verification in the form of a certificate and/or employment contract, which shows relevant working tasks and the remuneration. We can only accept documents in German or English as verification. If a translation into German or English is required, the translation must be carried out by a translation agency.

Stand: 12/2025