



Surname, First Name(s): _____

Address: _____

Information on the Involvement of the Staff Council for Academic and Artistic Staff

A staff council builds the interest representation for employees of an official authority. Reasons for participation and involvement are regulated by the Staff Representation Act of the State of Mecklenburg-Vorpommern (*Personalvertretungsgesetz* - PersVG MV). According to which, the Staff Council may be involved for the recruitment, as defined by § 68 Sub-Section 1 No. 1 PersVG M-V.

There is a special regulation for employees with a predominantly academic or artistic function. Generally, the participation and involvement of the Staff Council for the named measures in § 68 Sub-Sections 1 and 2 PersVG M-V for staff who belong to this group is only needed, if this has been requested by the employees concerned.

I am aware that I can make such a request at any time and without naming any reasons. For this to happen, a written request must be handed into the HR Department. The head of the HR department will then inform the Staff Council of the intended measure and requests its approval/ involvement. The Staff Council must make a decision concerning the requested approval and must inform the head of the HR department, as a rule, within 10 working days; the same deadline applies to the possible involvement of the Staff Council.

The corresponding form is available from the HR Department. It can also be downloaded here: <https://www.uni-greifswald.de/universitaet/organisation/leitung-gremien/personalvertretung>

Furthermore, I am aware that I can turn to the Staff Council (Domstraße 11, 17489 Greifswald; Tel.: +49 (0) 3834 420 1166) for any personal matters at any time, regardless of whether I have already requested their involvement.

A copy of this information sheet has been given to me.

Date, Location

Signature

Please return to:

Universität Greifswald
Referat Personal
Domstraße 14
17489 Greifswald