

**Notification of Secondary Employment (for Civil Servants)
in accordance with § 71 LHG M-V, § 40 BeamStG in combination with § 70 pp. L LBG M-V, § 5 NLVO M-V
or
Notification of Secondary Employment (for Public-Sector Employees)
§ 3(4) TV-L Wissenschaft**

Surname:

First Name(s):

Position, Job Title:

Institute/Faculty _____

1. Type of Secondary Employment (Please attach copies of contracts etc.)	
2. Clients, contracting authorities or similar	
3. Planned total duration of secondary employment from -- to	
4. Number of hours for secondary employment including preparations, travel or similar	a) weekly or b) monthly
5. Is secondary employment to be carried out during working hours? Please indicate the scope and specific reasons for this.	
6. Total amount of prospective remuneration (Please note: Duty of delivery in accordance with §§ 8, 11 NLVO M-V for secondary employment in the public service sector)	
7. For academic members of staff Number and kind of courses taught in the current and previous semester as part of your main employment contract	
8. Further kinds of previous secondary employment (listed no. 1-4, if necessary use an extra sheet).	
9. As part of this secondary employment, I plan to employ private employees on the University's premises (if this is the case, you are required to request special permission)	

10. I plan to use the following resources for the secondary employment and request approval:
(type, from - to, hours/week, remarks)

a) Facilities

b) Staff

c) Materials

Information for Civil Servants:

It is not possible to use the facilities, staff and materials if specific written approval has not been granted. A user fee for using these resources must be paid in accordance with § 14 NLVO M-V. I am aware that non-payment of the user fee can lead to the revocation of the approval.

I have taken note of the information stated above.

.....
Greifswald, on the

.....
Signature

I am aware that I am required to notify my employer of the secondary employment in good time, usually one month prior to commencement, and that secondary employment is generally to be performed outside of working hours.

I confirm the details provided above concerning my planned secondary employment are complete and correct.

I have taken note of the *Nebentätigkeitslandesverordnung M-V* (Secondary Employment Ordinance Mecklenburg-Vorpommern -- NLVO M-V) (see website of the Human Resources and Appointments Department).

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Greifswald, on the

.....
Signature

11. Statement Superior/Line Manager:

- work interests are

not affected

affected (please provide reasons)

by the planned secondary employment.

Reasons?

There is a work interest for the secondary employment to be performed during work hours (reasons)

There is a public or academic interest that justifies the use of the employer's facilities, staff or materials (reasons)

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Greifswald, on the

.....
Superior/Line Manager

12. Acknowledged on

if necessary, remarks

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Head of Department

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Please send the request to:

University of Greifswald,
Human Resources and
Appointments Department
Domstraße 14
17489 Greifswald