

Information for Adjunct Lecturers

Legal Basis

Temporary teaching contracts are assigned according to section 56 of the Act on Higher Education of the Land of Baden-Württemberg (LHG). The teaching contract is a particular type of employment in public service. It is established on the basis of an administrative act. The teaching contract does not constitute grounds for claims for an appointment as a civil servant or a further employment with the University of Mannheim. Teaching contracts are always temporary. It is possible to cancel a teaching contract before the actual termination of the period due to important reasons.

Remuneration Regulations

As a rule, **five** students, who take part in the course regularly, are required to attend the course for the adjunct lecturer to receive remuneration. If it turns out that there is only a small demand (less than five students) for a course during the first or second week of the semester, the course cannot take place. Adjunct lecturers affected by this are required to inform the dean in due time.

If the number of students decreases to under five during the semester, it is the school's responsibility to assess (in consultation with the adjunct lecturer) whether the course shall take place until the end of the semester. The adjunct lecturer's right to remuneration will then remain.

If the teaching contract cannot be fulfilled due to illness or other reasons, the adjunct lecturer forfeits his or her right to remuneration. The right only remains in place if the course takes place and each individual class is held. Preparation for courses and the willingness to teach are not considered valid grounds for claiming remuneration. Moreover, the adjunct lecturer cannot claim compensation if he or she is absent due to illness, injuries or the like.

The teaching contract is assigned based on the number of credit hours. For the calculation of the individual hours for the fall and spring semesters, **14 weeks per semester** are the basis. Considering this basis, the remuneration for the individual hours is calculated.

The remuneration and (if applicable) reimbursement of expenses is administered by the school or the university administration based on relevant proofs of claim. The proof of claim form has to be submitted by the adjunct lecturer without delay after the teaching contract has terminated. The factual accuracy must be confirmed by the dean. The remuneration is paid as a gross amount. The claim expires after three years.

Travel expenses

Travel expenses may be reimbursed in line with the Act on Travel Expenses of the Land of Baden-Württemberg. The cost of purchasing a *Bahn Card* may be reimbursed provided it is feasible. Further information is available from Ms. Weik (weik@verwaltung.uni-mannheim.de).

Taxes

Adjunct lecturers are not considered employees, but self-employed persons within the meaning of the income tax law provided they do not teach more than six instructional hours per week at the university (R 19.2 of the wage tax regulations). The income is subject to income tax, but not wage tax. This applies only if the income is not considered tax-free according to section 3 number 26 EStG. Adjunct lecturers are responsible to declare income taxes to the tax office.

Social Security

Self-employed adjunct lecturers are not subject to statutory health insurance, long-term care insurance or unemployment insurance, but can be subject to the statutory pension insurance scheme. If this is the case it is their responsibility to register for the insurance themselves and to pay the contributions. Details should be clarified with the responsible pension insurance provider.

For self-employed adjunct lecturers there is no statutory accident insurance. An exception applies to adjunct lecturers, whose main employment is in the civil service and for whom the teaching contract is a secondary employment within the meaning of the secondary employment regulations applying to their main employment. For them, this secondary employment (including the commute to and from the university) is considered working time according to section 45 subsection 1 sentence 2 number 3 LBeamtVG BW.