

Information for Applicants as Temporary Assistant in the "Jena-Experiment"

You are accepted as weeding helper. If you cannot fulfil the contract, please inform us via email to biodiv@uni-jena.de.

Contract

You will receive your contract via email from the Personaldezernat in September. Further, you will find important information and forms to complete in this email. Read the information's carefully and send the completed forms and **two** copies of the contract, with the current date and your signature, back to the human resources department (Personaldezernat).

If you already had a contract with the University this year, only the following forms are needed:

- Declaration of tax treatment (Erklärung der steuerlichen Behandlung)
- Questionnaire to judge compulsory insurance (Fragebogen zur Beurteilung der Versicherungspflicht)
- Current enrollment certificate, if applicable (aktuelle Studienbescheinigung)
- Current residence permit (passport or card with green supporting document), only foreign helpers
- copy of your bachelor certificate, if applicable and if it was not submitted to HR before

Your contract can only be processed with complete documents!

Introductory lecture

Monday, September 28th and Wednesday, September 30th

The introduction takes place in groups of 20 people at different times. These will be announced to you in a doodle list by email at the end of September. Please enter yourself in this list.

The introduction takes place on the field site, close to the trailers near the entrance.

Weeding information

Requirements to start working in the field:

- signed **contract**: present your contract to the supervisors in the field on the first day you work
- **Introductory lecture**: attendance is mandatory. Here you will get background information and the safety instruction for fieldwork. If you are weeding for the first

time, you have to attend the introduction before you start working on the field site. Experienced helpers have to visit the introduction at least once per year.

Type of work and clothing:

You have a contract to help with the weeding of our research site. This work helps to maintain our experimental platform to investigate the effects of biodiversity for ecosystem functions. Weeding is similar to common garden work. You get detailed information about the procedure through the introductory lecture and by the supervisors in the field.

Since the work takes place outside, please wear appropriate (long) clothing and sturdy shoes.

Working time and breaks:

Within the opening hours of the field site, you can do flexible working hours (but see section *Inappropriate weather conditions*). Please approach the supervisors for the registration of your working time. The supervisors will register your starting time, your breaks and your finishing time. Registration needs to be done personally; registrations by other people cannot be accepted (we will remove your hours if you don't register personally).

Breaks are mandatory for every employee by law. You need to take a break of at least 30 min after six hours of work at the latest. If you work nine hours per day, you have to include at least 45 min break. To protect your health, we recommend longer and earlier breaks. Every break must be reported to the supervisors immediately. If you do not take a break, we subtract the break-times required by law anyway.

Billing:

You are paid based on the time you really worked with 15 min accuracy. You will receive two sheets to document your working time. One sheet from the HR office, the Stundenabrechnung. Please fill it at the end of work. You receive a daily job time report (Feldstundenzettel) on the field site to document your daily working time and breaks. This remains in the field. Submit both sheets to us at the end of the month you worked latest, to receive your payment at the end of the following month. We will review and sign the job time report before we send it to the HR office.

Inappropriate weather conditions:

If weather conditions are poor, weeding is not possible, because it causes disproportionately high disturbance to the plots. Please check daily on www.the-jena-experiment.de whether weeding takes place (**Hiwi-Box** on the bottom right side).

Location of the field site:

Please check www.the-jena-experiment.de/Contact/Location.html