**Place of employment**

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**Determination of Pay Grade**

### 1. Personal details

<table>
<thead>
<tr>
<th>Family name</th>
<th>First name</th>
<th>Date of birth</th>
</tr>
</thead>
</table>

**Completed vocational training / administration exam as**

<table>
<thead>
<tr>
<th>Duration of training</th>
</tr>
</thead>
</table>

**Previous duties as**

<table>
<thead>
<tr>
<th>at</th>
<th>from/until</th>
</tr>
</thead>
</table>

### 2. Duties to be performed from

<table>
<thead>
<tr>
<th>Serial number</th>
<th>Description of the duties</th>
<th>Proportion of time in %</th>
</tr>
</thead>
</table>

### 3. Requirements (Specialist knowledge, skills)

<table>
<thead>
<tr>
<th>Serial number of work</th>
<th>Evaluation of the work</th>
<th>Proportion of time in %</th>
</tr>
</thead>
</table>

- **Simplest duties**
- **Simple duties**
- **Duties for which comprehensive familiarization is necessary, or duties which are extremely physically demanding, or which are associated with particular responsibility.**

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1. This form is to be used for the classification of employees according to Part III of the remuneration table.
2. The prescribed duration according to the training regulations should be shown here.
3. To be indicated, insofar as relevant for the classification.
4. The particular and specific duty should be described. Work of differing pay scale classifications is to be broken down by time (e.g. for tradespeople doing normal work, high quality work, particularly high-quality work). The differentiation of the duties should be conclusively justified under No. 3 on this form.
Duties with successfully completed training in a recognized training vocation with a training duration of less than three years / of at least three years.

Justification of other requirements, in particular the distinguishing characteristics.

Regensburg, Place, date  Signature of supervisor

4. Result
The employee is thus classified to the pay group TV-L from
(Pay group case group of Part Section Subsection of the remuneration table of the TV-L.)

Regensburg, Place, date  Signature

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5 Cross out as appropriate.
6 The description must show without room for doubt which raised requirements the duties carry and the circumstances on which they are based. In cases with several distinguishing characteristics each must be justified separately. General formulations, in particular repetitions of relevant characteristics of the work are not adequate.