

Leoben, April 2017

INFO SHEET

Tasks for „Persons employed on a casual basis“

Dear ladies and gentlemen,

Regarding your request concerning „Employment on a casual basis – tasks for the department building, technology and procurement of the Montanuniversität Leoben“ we would like to inform you as follows:

Nature of the tasks:

Transportation works (predominantly furniture transports, files)

Set-up works (e.g. for events)

Sweeping tasks (mostly beginning at 06:00 am)

Maintenance works (cleaning) outside facilities

Snow removal (beginning at 06:00 am, possibly also beginning at 05:30 am) in winter including gritting services - if required

Contract:

You conclude a contract with the Montanuniversität Leoben regarding an „Employment on a casual basis“. This means, you will be reported to the Social Security Insurance and therefore in the course of this employment relationship you will be insured against accidents with the social insurance.

Students who are Austrian citizens or come from an EU-country (except for: Croatia) can be employed in such employment relationship.

Students from third countries can be employed only, if they are provided with or after having obtained an employment permit.

Payment:

Your wage for such work amounts to Euro 9,23 per hour. You have to pay for any taxes possibly levied yourself.

The wage is calculated considering the hours you worked per month, accounting will be at the end of the month and the amount will be transferred to your account next month.

Presently the upper limit for minimum employment is Euro 425,70 gross per month and applies for 2017.

Procedure:

After having registered with our human resources department you will be added to our mailing list and when required you will be contacted via e-mail.

In this case we kindly request you to register or de-register for the required works.

The respective e-mail inquiry will inform you on the nature of the works and the time of day they are required.