

Information for newly appointed university professors

Contents

Legal basis	3
Universities Act 2002	3
Collective agreement	3
Other legal bases	3
Job categories at the University of Innsbruck	3
Information for professors	4
Responsibilities	4
Working hours and attendance	4
Secondary employment.....	4
Rest and Recuperation Leave	4
Study Leave	5
Leave of Absence	5
Research and third-party funded projects projekt.service.büro	5
Salary	5
Gross salary → Net salary	5
Social security and tax	6
Social Security	6
Tax.....	6
Public health insurance	7
Compulsory insurance with the insurance company BVAEB.....	7
Co-insurance	7
The pension scheme	7

The 3 pillars of old-age insurance 7

Retirement age 7

Occupational pension scheme: pension fund commitment..... 8

Occupational provision fund (also known as new severance pay)..... 8

Insurance periods abroad 9

Family benefits from the state 9

 Family allowance..... 9

 The Family Bonus Plus 9

 Childcare allowance 10

 Maternity allowance 10

 Information on parenthood 10

Family Service of the University of Innsbruck 10

Welcome & Dual Career Service 11

Additional services of the university 11

Legal basis

Universities Act 2002

Austrian universities are legal entities under public law.

Collective agreement

A collective agreement for all university employees was concluded between the umbrella organisation of the universities and the public service union, which came into force on 01.10.2009 and applies to all university employees who were admitted after 01.01.2004. The task of the collective agreement is, among other things, to define the categories of employees and their salary schemes and to record the rights and obligations of the individual employee groups.

Other legal bases

Since these are employment relationships under private law, the general labour law standards apply. These include the Salaried Employees Act, Vacation Act, Maternity Protection Act, Paternity Leave Act, Employee Protection Act, Labor Constitution Act and many more.

Job categories at the University of Innsbruck

Professors are employees of the university and are employed under private law. The Universities Act (UG) essentially provides for two categories of academic staff and five categories (three categories are represented at the University of Innsbruck) of general university employees.

Academic staff include (§ 94 para. 2 UG):

1. the university professors,
2. the research and teaching staff:

University Assistants

Senior Scientists

Senior Lecturers

Assistant Professors

Associate Professors

Project staff

Editors

Student Assistants

The general university staff (§ 94 para. 3 UG) includes:

1. administrative Personal
2. Technical staff
3. Bibliothekspersonal

Information for professors

Responsibilities

The tasks of the professors are regulated in the collective agreement and the employment contract. According to the collective agreement, the tasks of university professors are in particular (§ 25 para. 2 KV):

- **Representation and promotion of the subject in research and teaching**
- **Participation in the research tasks of the institute, including third-party funded projects**
- **Teaching**
- **Holding Exams**
- **Supervision of scientific work and training and promotion of young scientists**
- **Participation in organizational and administrative tasks**
- **Continuing Education**

Working hours and attendance

The normal weekly working time is 40 hours with full employment. Working hours must be divided in such a way that the weekly working time (including secondary employment) does not exceed 48 hours on average. Professors receive an all-inclusive salary, which also covers any overtime. Professors are only tied to the university locally in order to perform research tasks to the extent that cooperation with other university members (§ 94 UG) is required and other university tasks (in particular teaching) would otherwise be impaired. The university assumes that this requires attendance of at least four working days per week. If official reasons (research activities, etc.) require an absence, an application for leave of absence must be submitted.

Secondary employment

Secondary employment is gainful employment (employed or self-employed) outside the employment relationship with the university. Every part-time job must be reported at least one month before admission (and later in the event of expansion or change). The University may prohibit secondary employment if its performance impairs contractual obligations and other essential official interests of the University.

The Rectorate has decided that teaching to the extent of two semester hours per semester at another educational institution is generally not considered to be an impairment of essential official interests and is therefore not prohibited until further notice.

Rest and Recuperation Leave

Professors are entitled to vacation to the extent of 36 working days (= 30 working days) per calendar year. When applying for leave, the interests of the service, in particular the obligations in the apprenticeship, must be taken into account.

Study Leave

Unless there is an important official reason to the contrary, academic employees (with the exception of lecturers and student assistants) are entitled to leave of absence for teaching and research purposes of up to six months after every seven years of uninterrupted employment at the university. The time and duration of the leave of absence must be agreed with the university.

Leave of Absence

In contrast to study leave, this is an "official performance" for the university at another location. Accordingly, a leave of absence for the purpose of research does not mean a release from official duties, but only a temporary change of place of employment. During this time, employees are released from their duties at the office in order to be able to work elsewhere in teaching and/or research (e.g. participation in congresses, continuing education events, visiting professorships). The leave of absence can be made with the retention or loss of remuneration.

Research and third-party funded projects projekt.service.büro

The tasks of professors also include the acquisition of research projects and third-party funding. For information and assistance on the funding landscape, project applications, classification in § 26 and § 27 projects and billing, the specialists from projekt.service.büro are at your disposal (<http://www.uibk.ac.at/projekt-service/index.html.de>).

Salary

The salary will be agreed in the course of the appointment negotiations. This agreed gross annual amount increases in each case to the extent of the collectively agreed salary increases. In principle, the collective agreement also provides for a salary scheme for professors, which may not be undercut. For the current minimum salary, please refer to the advertisement text of the position for which you have applied.

The remuneration is to be understood as an all-inclusive payment and also includes compensation for teaching and overtime. It is paid in 14 months' pay. Twelve months' salary (current salary) is paid out in the middle of the month. Two months' salary is paid out as special payments (holiday and Christmas bonus). The special payments are paid out in mid-March, mid-June, mid-September and mid-November to the extent of half a month's salary each.

Gross salary → Net salary

The net salary results from the gross salary minus social security contributions and wage tax. Tax allowances (e.g. income-related expenses) reduce the tax base. Tax deductions (e.g. transport tax credit, single earner tax credit, Family Bonus Plus) reduce the tax.

Preferential treatment for immigration

Scientists and researchers moving to Austria from abroad can apply for the **immigration allowance** for 5 years if the following conditions are met:

- The influx serves to promote science or research and is in the public interest.
- The centre of life is relocated to Austria (if the centre of life was already in Austria in the past, there must be 5 years between moving away and returning to Austria).

The immigration allowance amounts to 30% of the income from domestic and foreign scientific activities, provided that you are taxed according to the tariff (§ 33 para. 1 EStG). Further information on this and the application can be found on the homepage of the Ministry of Finance under <https://www.bmf.gv.at/themen/steuern/arbeitnehmerveranlagung/zuzugsbeguenstigung.html>

Social security and tax

Social security

In Austria, social security includes

- Pension insurance (PV)
- Health insurance (KV)
- Accident insurance (UV)
- Unemployment insurance (ALV)

Contribution rates for employees:

Current remuneration: 18.35% of gross salary
Special payments: 17.35% of gross salary

Maximum contribution basis – maximum benefits

Social security contributions are only paid up to the so-called **maximum contribution basis**. In 2026, it will be **€ 6,930** per month. The maximum contribution basis also applies to the special payments. Example: With a gross monthly income of € 6,950 social security contributions are only levied for withdrawals of up to € 6,930.

Detailed information on social security in Austria can be found on the homepage of the BVAEB <https://www.bvaeb.at/>

Tax

A wage income is taxed according to two different tariffs:

- The current income is taxed according to progression. The amount of the tax is determined by Section 33 of the Income Tax Act (EStG).
- The special payments ("13th and 14th salary"), on the other hand, are only taxed at 6%,

provided that they do not amount to more than 1/6 of the current salary. Otherwise, they are also taxed according to the tariff.

You can find more information on the homepage of the Ministry of Finance.

Public health insurance

Compulsory insurance with the Insurance Institute for Public Employees, Railways and Mining. All university employees are compulsorily insured with the BVAEB insurance institution. Compulsory insurance means that employees are automatically registered with the BVAEB when they take up their duties. In contrast to Germany or Switzerland, for example, they do not have to worry about registering for health insurance when they start work. Further information can be found on the BVAEB homepage under www.bvaeb.at

Co-insurance

The possibility of co-insurance exists for relatives if they

- have their habitual residence in Germany
- and are not already covered by statutory health insurance themselves (e.g. through occupation, pension, unemployment benefit)

Relatives who have their habitual residence abroad may be co-insured under certain circumstances. Further information can be found on the BVAEB homepage under www.bvaeb.at

The pension scheme

The 3 pillars of old-age insurance

Old-age insurance consists of 3 pillars:

- Statutory old-age pension
- Company pension scheme
- Company Provision Fund (BMSVK)

Retirement age

The statutory standard retirement age according to APG is 65 years (for all those who entered working life after 1 January 2005). Women who reach the age of 60 before January 1, 2024 could still retire at 60 without deductions. Since 2024, the standard retirement age for women has been successively raised to 65. Those who retire earlier have to accept reductions. Conversely, those who work beyond the earliest possible retirement date are entitled to supplements. Detailed information on retirement pensions can be found on the homepage of the Pensionsversicherungsanstalt <https://www.pv.at>

Maximum contribution basis:

Contributions to pension insurance are limited to the [maximum contribution basis](#) .

Occupational pension scheme: pension fund commitment

The collective agreement provides for a pension fund commitment for all employees who have been continuously employed at the University of Innsbruck for more than two years.

The University of Innsbruck has concluded a pension fund agreement with the Allianz Pension Fund. Information under <https://www.allianzpk.at/>

Employer contributions:

For professors, the employer must pay a contribution rate of 10% of the minimum wage under the collective agreement. For all other groups of people, a contribution of 3% is planned. These contributions are tax-free. However, the resulting pension is taxable.

Employee contributions:

All employees for whom pension fund contributions are paid can also pay contributions to the pension fund themselves. If desired, the HR department transfers this contribution directly from the (net) salary to the pension fund. Up to a contribution of € 1,000, own contributions are subsidized with a state premium. Anyone who would like to take advantage of the premium benefit can report this to [the Allianz Pension Fund by applying for a refund of income tax](#) (new procedure since 2021, **as the special expenses via the employee assessment no longer exist since 2021**).

Occupational provision fund (also known as new severance pay)

The university pays 1.53% of the gross salary into the Allianz pension fund every month.

After the end of the employment relationship, you can have the saved money paid out by the pension fund, provided that one of the following conditions is met:

- The employment relationship ends by termination by the employer, amicable solution or expiry of the deadline. In the event of voluntary termination, dismissal through fault and unjustified early resignation, the entitlement remains valid, but no immediate payment can be demanded.
- upon retirement
- if no payment has been made into the system for five years
- In the event of death, the severance payment is due to the dependent heirs as a direct claim. If there are no heirs, the severance pay falls within the estate.

During the savings period, the capital is completely exempt from capital tax. The payout amount is exempt from social security contributions and is taxed at only 6%. If the amount is

transferred to a pension plan, both the transfer and the subsequent pension are tax-free. Further information can be found on the homepage of the Allianz Vorsorgekasse (<https://www.allianzvka.at>)

Insurance periods abroad

In principle, the years of insurance acquired in the EEA area, Switzerland and in countries with which there is an agreement in the area of pension insurance are added together to establish a claim. However, the pensions are paid out proportionately by each country where the contributions were paid.

Example: Ms. Mair has worked in three EU countries

Country A: 14 years

Country B: 12 years

Country C: 14 years

In all three countries, 15 years of insurance are necessary to be entitled to a pension at all. All insurance periods are added together and thus a pension entitlement arises – in each country. The pension is paid out as follows:

Land A and C each pay the pension to which she is entitled after 14 years

Country B pays the pension to which she is entitled after 12 years

You can find more information on the homepage of the Pensionsversicherungsanstalt under <https://www.pv.at/cdscontent/?contentid=10007.707595&portal=pvportal>

Family benefits from the state

Family allowance

Parents who have their centre of life in Austria and whose child (also adoptive, foster child, stepchild and grandchild) live together with them in the same household are entitled to family allowance. The application for the subsidy must be submitted to the tax office through which the payment is made. Detailed information can be found on the homepage of the Federal Chancellery under <https://www.bundeskanzleramt.gv.at/agenda/familie/familienbeihilfe.html>

The Family Bonus Plus

The Family Bonus Plus is a tax deduction. It directly reduces the tax burden. The Family Bonus Plus can be received as long as family allowance is entitled. After the child's 18th birthday, you are entitled to a reduced Family Bonus Plus if you continue to receive family allowance for this child. Low-income single parents or single earners who pay no or low tax receive the additional

child allowance under certain conditions. Detailed information can be found on the homepage of the Federal Ministry of Finance under <https://www.bmf.gv.at/themen/steuern/arbeitsnehmerveranlagung/steuertarif-steuerabsetzbetraege/familienbonus-plus.html>

Childcare allowance

The childcare allowance is paid to natural, adoptive and foster parents. Prerequisite: entitlement to family allowance, joint household with the child and centre of vital interests in Austria. The BVAEB is responsible for the application and payment of the childcare allowance. On their homepage you will find detailed information under <https://www.bvaeb.at/cdscontent/?contentid=10007.840412&portal=bvaebbportal>

Maternity allowance

Expectant mothers may not be employed in the eight weeks before and after the birth (protection period). During this protection period, employed women are entitled to maternity benefit. This can be obtained from the beginning of the eighth week before the expected date of birth. The maternity allowance is as high as the average net earnings of the last three full calendar months. Special payments are compensated as a supplement to the maternity benefit. The application and payment is made via the BVAEB, detailed information can be found under [Familie und Partnerschaft](#).

Information on parenthood

Father's Month / Parental Leave / Parental Leave

For detailed information, see [Elternkarenz](#). The application is made via the university's Human Resources Department: <https://www.uibk.ac.at/personalabteilung/>

Family Service of the University of Innsbruck

The Family Service wants to improve the compatibility of work/study and family life for members of the University of Innsbruck. The staff of the Family Service will advise and inform you competently, especially on the following topics:

- Individually suitable forms of childcare (childminders, crèches, self-organised children's groups, after-school care centres, etc.) and their offer (costs, location, priorities, etc.) in Innsbruck and the surrounding area
- Financial support and support options
- University offers for employees on leave
- Other services and offers for families and family caregivers

Detailed information can be found under <https://www.uibk.ac.at/familienervice/>

Welcome & Dual Career Service

In close cooperation with the Family Service of the University of Innsbruck and other organisational units of the University of Innsbruck, the Welcome & Dual Career Service offers a comprehensive range of services for newly appointed (international) professors and excellence researchers (senior researchers, award winners) at the University of Innsbruck.

The Welcome & Dual Career Service includes individual advice and support for scientists and their partners and families as needed:

- when looking for accommodation in Innsbruck / Tyrol
- in the job search for partners (Dual Career Service)
- for questions about childcare (Family Service)
- to language courses
- and on other important topics (integration, life in Innsbruck / Tyrol, etc.)

Welcome & Dual Career Service: <https://www.uibk.ac.at/de/transferstelle/welcome/>

Welcome Info: <https://www.uibk.ac.at/de/universitaet/welcome/>

Additional services of the university

Here we would like to point out the additional services of the university. All information can be found here: <http://www.uibk.ac.at/universitaet/zusatzleistungen/>