

## Job Ticket notes

*Please note: this English version is for reading purposes only and intended solely for better understanding of the Job Ticket regulations. Legally binding are the original German versions of the legal texts, technical terms and conditions of the RMV conditions.*

### Job Ticket conditions:

- Eligibility: the Job Ticket may be used by all staff with primary occupation in Academic Faculties 1–16, the central facilities and the central administration who are directly employed by the university and have been thus employed for at least 3 months, with the exception of professors (as defined in Section 8, Subsection 3, Clause 1 of the “Hessisches Hochschulgesetz” (Hessian Higher Education Act), students at the university or those employed on an hourly basis or as temporary staff. Personnel on a limited contract may only apply for a Job Ticket for the time of their employment at the university.
- The Job Ticket is provided by the university on a voluntary basis and may be revoked at any time.
- Transferability: the Job Ticket is non-transferable but may also be used at any time for private purposes.
- Validity: the Job Ticket may be used on all seven days of the week; it does not cover third parties travelling with the holder. It is valid from the first day of the month and applies for the route between your home and the university.
- Duration: the Job Ticket can be ordered for either a definite or indefinite period, the minimum being one year. Shorter periods are only possible for employment contracts for less than one year.
- Extension: Important! Before the Job Ticket expires, the validity stamp on the Goethe-Card<sup>plus</sup> staff card must be updated at a validation machine. The validity period printed on it when it is used as a Job Ticket may differ from the validity of the card itself.
- Changes / address and fares: in case of a change of address leading to changes in the fare zones, if you would like to change the zones you require, or if the ticket was wrongly printed, please contact the person in charge at the HR department. These changes only apply after validation.
- Changes in your personal information (e.g. name, title) are to be reported immediately to the HR department. The new card is then issued by the Computer Centre (HRZ) upon return of the old card. Any credit remaining on the card cannot be transferred.
- Basically, the Job Ticket cannot be cancelled during the year of use. Exceptions can be made upon application, in particular if the member of staff leaves his or her employer, interrupts his or her employment for more than three months, changes his or her place of employment, retires or falls seriously ill (e.g. in case of inpatient treatment or being confined to his or her bed for two months or more); this is to be certified by a doctor / hospital / insurance company. Job Ticket cancellations are effective at the end of the following month at the earliest.
- Costs: the employee’s contribution shall be 45 percent of the price for a regular annual ticket; this amount shall be withdrawn from his or her salary on a monthly basis. The current monthly cost is:

Price level	Job-Ticket	Regular price	
Price level 3	29,44 €	65,42 €	
Price level 4	44,25 €	98,33 €	
Price level 5	59,25 €	131,67 €	
Price level 6	74,25 €	165,00 €	
Price level 7	89,25 €	198,33 €	
Price level 17	89,25 €	198,33 €	(Weinheim transitional zone, does not apply for entire network)

Price level 3 includes, as with other time-limited tickets, Frankfurt am Main airport.

These prices are valid from April 2012. The amount you pay may change later without any separate agreement being required. We will inform you about this.

- Annual tickets currently held: season tickets may be returned to the travel company they were purchased from. Job Ticket holders' transport fees are reimbursed from the day on which they return their RMV ticket.

- This process is regulated in Clause 10 of the special conditions for annual season ticket subscriptions applying all day and after 9 a.m.: “Any changes required, including changing to a Job Ticket [...] may only be made at the RMV sales outlet of the transport company where the annual ticket was bought [...] For the period the original annual ticket is not used, 1/12 of the annual price shall be reimbursed per month [...] The unused monthly tickets are to be returned”.
- Use of more expensive trains: a surcharge may be paid for the use of the first class and IC rail connections. Supplementary IC tickets can only be acquired from Deutsche Bahn. Ask your transport provider for details. ICE connections may not be used.
- Procedure: an extra stamp is printed on the Goethe-Card*plus* staff card indicating this travel authorisation.
- Fare regulations: use of the RMV and other transport providers is subject to their conditions of carriage and fare regulations.

### **Initial application for Job Ticket:**

If the Job Ticket stamp is not printed on your card 10 days after your application form is returned, please get in touch with your contact at the HR Department.

### **Other regulations:**

- Loss or theft of a card / ticket: The ticket is to be deactivated immediately on the Goethe Card*plus* card service website (<http://goethecardplus.uni-frankfurt.de>). The deactivation (and reactivation, if applicable) can also be carried out at the HRZ Goethe Card help desk (Juridicum, Senckenberganlage 31, 1<sup>st</sup> floor). To deactivate the card you will need your user name and HRZ account password. It is especially important to deactivate the card in case of theft, as otherwise you may have to pay a high price consequentially, e.g. if it is used incorrectly in the libraries.
- Damaged card: the card is to be treated carefully to ensure that it is not damaged. (The electronic staff card is a high-tech product. Bending the card can damage the chip and may mean that the TRW printer can no longer write on the stripe, or it may become lodged in the machine.)
- Issuing a replacement card: a replacement card can only be issued if the Goethe-Card*plus* has been deactivated.

### **Goethe Card validation machines are located**

#### **Bockenheim campus**

- Sozialzentrum / Neue Mensa II, ground floor, at the cafeteria entrance near the AStA terminals
- AfE tower (AfE-Turm), ground floor, entrance hall, Room 16, near the AStA terminals
- Lecture theatre building (Hörsaalgebäude Gräfstrasse), ground floor, foyer of H I / H II.

#### **Westend campus**

- IG Hochhaus (IG tower), Q2 basement, Room 0.218
- Hörsaalzentrum ground floor (Studierenden Service Center)
- Casino Anbau
- Recht und Wirtschaft
- House of Finance (ground floor)

#### **Riedberg campus**

- Zentralmensa, Vorraum, Raum 2
- Otto-Stern-Zentrum, next to the lockers
- Biologicum, unit A, ground floor, EG, in der cafeteria and unit, 1. UG, south exit, foyer
- Frankfurt Institute for Molecular Science (FMLS), ground floor, lobby

#### **Niederrad campus**

- Medizinische Hauptbibliothek, Theodor-Stern-Kai 7, Haus 10 (basement)

**Job Ticket website: <http://goethecardplus.uni-frankfurt.de>**