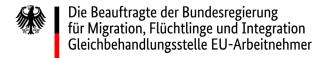




# Checklist: What do I have to consider before starting work?

# for EU employees







## What an employment contract must regulate:

## **Contracting parties**

It must be clear between which parties the contract is concluded: Names, addresses and clear information on who is the employer and who is the employee.

## Type of activity

The job title and field of activity should be as precise as possible.

#### **Place**

Work is usually carried out at the registered office of the employer; frequent changes of location should be specified in the employment contract.

## **Working hours**

The regular weekly working hours are 35 to 40 hours per week. Part-time is possible.

### **Duration of the employment relationship**

The employment contract is concluded for an unlimited period or for a limited period.

## Salary

The gross remuneration must be stated as a monthly or annual salary. In addition to the basic salary, other components can be added, for example allowances and bonuses.

### Payment of salary

Unless otherwise regulated, the money must be transferred to the account on the last working day of the month.

## **Limitation periods**

If the employer does not pay the wages or only partially, the employee must request the employer to pay the wages within these deadlines.

#### Illness

The Continued Remuneration Act applies here.

#### **Dismissal**

The notice periods for the employment relationship must be regulated. Four weeks to the 15th or last working day of the calendar month are usual.

### **Probationary period**

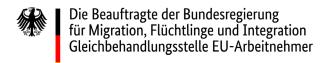
Mostly it is six months, for more complex tasks up to nine months; a probationary period can also be waived.

#### **Overtime**

Overtime must be regulated; as must the overtime pay or the compensation in time off.

## Holiday

The law provides for 20 holiday days per year for a five-day week (for six working days, 24 days). Additional holiday days are often stipulated in collective agreements.





## Checklist with points that you should clarify before starting work in Germany:

Note: Citizens of the European Union and the EEA do not require a residence permit or work permit! The European Economic Area (EEA) also includes Iceland, Liechtenstein and Norway. Conclude an employment contract: The employer must hand over an employment contract no later than one month after starting work. Even an oral employment contract is and remains effective! Tax identification number: It will be sent to you automatically after registering with the Registration office. It is also possible to take up work temporarily without a registered address and tax identification number, if you apply for a certificate of income tax deduction from the Tax Office beforehand. As soon as a place of residence can be registered, the tax identification number should be submitted later. Pension insurance number: After registration for the first time with the pension insurance through an employer, you will automatically be sent one; automatically in the case of being born from 2005 onwards. Certificate of membership for health insurance: The employer must inform the health insurance company within six weeks of starting work. You choose the health insurance company yourself. You will receive the certificate there. Set up a bank account: You must set up an account (a basic account is sufficient) at any bank for the transfer of the salary. Certificate of recognition of foreign professional qualifications: Depending on the type of profession, official recognition is required or is possible as an option. Certificate of leave for holiday taken: A previous employer must issue a certificate for the new employer for the holiday leave granted and paid for in the current calendar year. **Note**: Note the special features that apply to a **Minijob** at the **Minijob Zentrale**.





## In special work areas:

Possibly <u>first instruction certificate</u> according to § 43 Infection Protection Act (in the sector of food preparation, food sales and catering)	
Possibly <u>health certificate</u> (for young people under 18 years of age)	
Possibly <u>work clothing</u> (costs may be covered by the company)	

**Note:** In addition to this checklist, our <u>Official guide for EU citizens</u> (available in several languages) will help you with the necessary administrative procedures in Germany.

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#### Disclaimer

The information was compiled with the necessary care. Liability for correctness, being up to date and for completeness is excluded.