



Die Beauftragte der Bundesregierung  
für Migration, Flüchtlinge und Integration  
Gleichbehandlungsstelle EU-Arbeitnehmer



Gleichbehandlungsstelle

**EU-Arbeitnehmer**

[www.eu-gleichbehandlungsstelle.de](http://www.eu-gleichbehandlungsstelle.de)

## 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 **first instruction certificate** according to § 43 Infection Protection Act  
(in the sector of food preparation, food sales and catering)

Possibly **health certificate** (for young people under 18 years of age)

Possibly **work clothing** (costs may be covered by the company)

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

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