Working alongside your studies in Germany

information for international students
Dear readers,

This brochure is intended to serve as a guide on working in Germany. It offers a general overview of social law, employment law and residence regulations and serves as an introduction into these topics.

However, it does not replace individual legal advice from IG Metall. IG Metall members can always turn to their local colleagues.

Good luck on your studies and career entry.

Your

IG Metall Bezirksleitung Mitte

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The International Placement Service of the Federal Employment Agency provides information about work permits in Germany, as well as an online workshop on issues connected to the topic. https://www.arbeitsagentur.de/en/welcome

Students from EU countries do not need a residence permit. They receive a certificate confirming their status. The information necessary for such a certificate of confirmation can be provided to your local residents’ registration office; doing this means you will not be required to contact the foreigners’ office (Ausländerbehörde). As employees, EU citizens enjoy freedom of movement and have the same access to the labour market as German citizens. They do not require a work permit to be able to start working in Germany.

Students from the EU state Croatia have the same rights of residence as other EU citizens. However, due to the accession treaties, they do not yet enjoy the full freedom of movement for workers. As such, the same regulations apply to them as to “students from non-EU countries” (see next paragraph).

For employment exceeding 120 full days or 240 half days per calendar year, these students require an “EU work permit” which is issued by the Federal Employment Agency (Agentur für Arbeit).

Students from non-EU countries receive a “residence permit for educational purposes according to section 16 of the German Residence Act” (AufenthG). This temporary permit is entered into the holder’s passport and is generally granted in connection with a limited work permit. Non-EU citizens with a different residence status which also entitles them to study in Germany may be subject to differing work regulations. More detailed information is available from the foreigners’ office.
TEMPORARY EMPLOYMENT

If you are issued a residence permit, this means that you are also permitted to take up temporary employment without needing a work permit. Usually, this employment may not exceed 120 whole working days per calendar year, or 240 half days. Classification of whole or half working days depends on what normal working hours are in the respective industry. For a normal five-day week with 40 working hours, this means that working days lasting up to four hours count as half days and working days lasting longer than four hours count as whole days. If a 35-hour week is customary in a company (such as in the metalworking and electrical industries), the limit for a half-day of work is just three and a half hours.

It is recommended that you design your employment contract in such a way that you can take full advantage of the permitted working hours per whole/half day of work – i.e., not five hours a day, as this would be calculated as constituting a full day of work. Only the working days on which you actually work are included in the calculation.

Student jobs as employees at universities and other academic institutions have no time restrictions. This also applies to jobs which do not take place at a university or academic institution, but which serve an educational purpose within the framework of your field of studies, such as jobs in university-related organisations such as the student unions, student communities, general students’ committees (AStA) or students’ councils (StuRa). Tutoring and teaching assignments at universities are also considered student jobs. If you are unsure whether or not a job is a student job, be sure to check with the responsible foreigners’ office.

 Freelance activity is usually not permitted, but exceptions may be made (for example if the activities are related to your studies) upon application to the foreigners’ office. Work permits exceeding the 120-day rule must also be applied for at the foreigners’ office, which must consult the Federal Employment Agency for its permission.

REQUESTING A LONGER PERIOD OF EMPLOYMENT

A longer period of employment – lasting longer than 120 full days or 240 half days – is permitted only in a very small number of exceptional cases. The requisite work permit may in general only be issued by the responsible foreigners’ office and not by the Federal Employment Agency.

- only be issued by the responsible foreigners’ office and not by the Federal Employment Agency
- only be issued for a specific job offer. As such, you must first find a job, submit your application and then start work only once your application has been approved.

Prerequisites for an extended work permit include success in your university degree course and in some cases, a priority review which may take several weeks. Success in your degree course must be certified by the international students’ office.

The priority review is intended to clarify whether a German or EU/EEA citizen is available for the job. You are most likely to have success with your application if the job description is tailored to you and your abilities, for example if certain language skills are requested.
Further financing options for your studies

BAföG for international students

The purpose of the German Federal Training Assistance Act (BAföG) is to make university education available to everyone, in accordance with their preferences and aptitude. According to this act, those from low-income families are eligible to receive financial support for their studies; the payments made under this act are also referred to colloquially as “BAföG”.

In order to be eligible for BAföG, you must usually be either a German citizen or have permanent residence. However, there are many exceptions which also allow international students to receive BAföG assistance. Regardless of the BAföG regulations, you must be residing legally in Germany in order to study here.

**Examples of BAföG criteria for students from non-EU countries:**

- You are displaced or a refugee, have protection from deportation or are entitled to asylum.
- You have a residence permit with a so-called prospect of permanent residence. This also applies to the children and spouses of foreigners with a permanent residence permit.
- If you do not have a guaranteed prospect of permanent residence, you are still entitled to receive BAföG if you have resided legally in the country for a consecutive term of 15 months. The same applies to those with a suspension of deportation, an individual residence permit following divorce, or to the children and spouses of foreigners with a residence permit.
- You have a permanent place of residence in Germany and at least one parent has resided in Germany in the last six years, of which they were employed for at least three years. This period may be reduced by incapacity for work, maternity, continuing education, entitlement to unemployment benefits (Arbeitslosengeld 1) etc.

**BAföG criteria for students from EU countries:**

- You or your parents or your partner/spouse have the right to reside permanently in Germany according to the EU Freedom of Movement Act.
- You have worked in Germany and are intending to start a professionally relevant degree course. For example, you have worked as a journalist and are intending to study communication studies.

This list of criteria is intended to serve as a general and non-conclusive overview. It is recommended that you consult with the student union before starting your studies.
Scholarships

There are many different scholarships available, most of them from non-profit foundations belonging to political parties, churches, the state, private companies and unions. There are also private foundations which are not subject to the laws governing funding. All of them support students who are politically or socially active or are particularly committed to their academic studies. If you are engaged in volunteer work, it may be worth checking to see if one of the foundations offering scholarships will support you in your studies.

The application processes for the scholarship foundations vary greatly; for some of them you must be nominated. The scholarship is usually awarded depending on your parents’ income, i.e. according to the same principles as the BAföG funding guidelines. The major advantage of a scholarship is that unlike BAföG, it does not have to be paid back. Alongside the financial support a scholarship provides, they also offer non-material support: study groups, educational programmes, tips and contacts for starting your career, and book allowances.

Most foundations only support international students at master or PhD level, but there are still several foundations available to international students, and further opportunities for financial support during internships, projects and stays abroad.

Information

Comprehensive information concerning various foundations, with a search function:

https://www.stipendienlotse.de/datenbank.php

(available in German only)
Social security

Social security includes health insurance, pension insurance, nursing care insurance, unemployment insurance and accident insurance. Dependent employees — meaning all employees with an employment contract — pay social security contributions. Exceptions include short-term and mini jobs. Students at a German university are required to have health insurance. Germany has concluded social security agreements with several states such as Morocco, Israel, Turkey and Macedonia, meaning that the state health insurance of many international students is valid during their stay in Germany as long as they are not employed. In such cases, you can have your health insurance recognised by a German statutory health insurance company. Your insurance company in your home country can inform you about this procedure. EU, EEA and Swiss students require a European Health Insurance Card (EHIC). If it is not possible to have your home country’s health insurance recognised, you are required to purchase health insurance from a German health insurance company. Nursing care insurance contributions are integrated in German health insurance, regardless of the type of insurance you choose. If you are considering private health insurance, make sure that you inform yourself beforehand of its terms and conditions for university study.

WORKING STUDENTS / THE 20-HOUR RULE

This rule applies to all students in Germany matriculated at a German university. If a student spends most of their time studying, only the contribution towards pension insurance will be deducted from their income. The student has the status of “working student”, meaning that regular working hours do not exceed 20 hours a week. This is not applicable during semesters on leave of absence or for part-time or doctoral students.

Working students are not entitled to unemployment benefits.

Exceptions to the 20-hour rule:
the 20 hours may be exceeded only if your focus continues to lie on your studies. As far as social security is concerned, this is assumed to be the case during lecture-free periods and during periods of short-term employment. However, the 20-hour limit may only be exceeded in up to 26 weeks per year. This also applies to employment relationships that are limited to a maximum of six months and where working hours in the evening, the night and at the weekend would mean that a student would work more than 20 hours per week.

By the way: you are protected by the university’s accident insurance for all activities related to your studies as long as these activities fall within the organisational remit of the respective university. This includes, for example, taking part in lectures, university sports activities and excursions, but not when studying at home or doing an internship at a company.

Many student unions take out private accident insurance covering off-campus accidents for the students in their care.

By the way: your employer makes contributions to your accident insurance. Public sector employers such as universities pay their contributions to statutory accident insurance companies. Private employers make their payments to industrial trade associations. The accident insurance covers the costs of treatment and rehabilitation if you have an accident at work, on the way to work or home from work, or if you suffer from an occupational disease.

Please note: In order to gain your status as “working student”, you must ensure that your employer has a current certificate of studies.
Every student who works a job alongside their studies is a working student. Whenever the 20-hour rule is complied with, the student enjoys the “working student” privilege with respect to their social security.

Working students are mostly students who work in a company alongside their studies, usually during the lecture-free time between semesters – this may be a “mini job”, “midi job”, short-term employment or a regular student job. These jobs are secured with an employment contract, meaning that the student is an employee in the classic sense, not a freelance worker.

Working students have the same rights as other employees in the company they work for. This is guaranteed by the so-called “principle of equality” as laid down in German employment law. In practice this means that all regular benefits, rights and regulations concerning working conditions also apply to working students – unless there is an objective reason for differing treatment.

These rights include the customary working hours per week, up to six weeks’ wage payment in the case of an illness, at least four weeks of vacation per year and extra remuneration for night work/piece work/overtime as well as the statutory minimum wage, currently €9.19/hour. Workers may also consult their works council during working hours and take part in staff meetings. However, in principle only unionised workers are entitled to collectively agreed benefits. As such, only IG Metall members enjoy these benefits within the trade union’s organisational scope.

Better off with collective agreements

<table>
<thead>
<tr>
<th></th>
<th>As per collective agreement</th>
<th>Statutory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working hours per week</td>
<td>35 hours*</td>
<td>48 hours</td>
</tr>
<tr>
<td></td>
<td>38 hours**</td>
<td></td>
</tr>
<tr>
<td></td>
<td>max. 40 hours***</td>
<td></td>
</tr>
<tr>
<td>Working week</td>
<td>Monday through Friday</td>
<td>Monday through Saturday</td>
</tr>
<tr>
<td>Holidays</td>
<td>30 days (six weeks)</td>
<td>24 days (four weeks)</td>
</tr>
<tr>
<td>Holiday pay</td>
<td>50 % per day off</td>
<td>n/a</td>
</tr>
<tr>
<td>Christmas bonus</td>
<td>up to 60 % depending on period of employment and collective bargaining area</td>
<td>n/a</td>
</tr>
<tr>
<td>Supplemental one-off payment (T-ZUG)</td>
<td>27.5 % + 12.3 % base pay for skilled workers after a period of employment of six months</td>
<td>n/a</td>
</tr>
<tr>
<td>Overtime pay</td>
<td>25 - 50 %</td>
<td>n/a</td>
</tr>
<tr>
<td>Paid time off (for private reasons)</td>
<td>Regulated</td>
<td>n/a</td>
</tr>
<tr>
<td>Pay increase</td>
<td>Negotiated annually</td>
<td>n/a</td>
</tr>
</tbody>
</table>

* Western German metal and electrical industries
** Eastern German metal and electrical industries
*** Possible for a maximum of 13 or 18 percent of the employees based on individual agreements; the pay has to be adjusted accordingly.

1 These include, for example, the following industries: metalworking and electrical, iron and steel, textiles and clothing, wood and plastic processing, and the related crafts and service industries.
Wages and salaries

Companies bound by collective agreements are only obliged to provide their unionised employees with benefits as laid out in the applicable collective agreement. However, both the principle of qual treatment according to German employment law and the motive of companies not to give undecided workers a reason to join the union often result in all employees benefiting from the provisions of the collective agreement as „regular“ benefits. These benefits are legally enforceable only for trade union or IG Metall members.

The „regular benefits and regulations“ to which the employees are entitled are those agreed in the respective collective agreement with the relevant trade union – provided that the company is covered by a collective agreement in the first place.

In the case of the metalworking and electrical industry, these regulations include, for example, the 35-hour week, entitlement to holiday and Christmas pay, remuneration according to the pay scale table and 30 working days of annual leave.

Since working students are also employees, all provisions of the collective agreement apply to them as well. In particular, the level of remuneration a working student receives must be equal to that of a comparable permanent employee.

Information

If you have any questions about payment, the works council or staff council are good contacts. IG Metall members may also contact their local office. Contacts can be found under:

https://www.igmetall.de/ueber-uns/igmetall-vor-ort

(available in German only)

The local office will check whether the employment contract is in accordance with the legal and collective agreement provisions.

\[2\] An (albeit insufficient) indication of the collective bargaining obligation of a company is its membership in the relevant Employers’ Association. In case of doubt, ask for information from the relevant trade union.
Holidays

All employees in Germany – including working students – have a statutory holiday entitlement of at least 24 working days per year. IG Metall has negotiated an annual leave of 30 working days with the companies of the metalworking and electrical industries.

The full holiday entitlement applies at the earliest after six months of employment, i.e. employees may only take 30 days of holidays at a time after the expiry of this period. During this period, a leave entitlement applies of one twelfth of the annual leave per month of employment. This corresponds to 2.5 free working days per month for a five-day week. However, if you are only employed by the day, for example on Mondays and Thursdays, the following rule of thumb is helpful for calculating your holiday entitlement:

\[
\frac{30 \times X}{12 \times 5}
\]

The \( X \) stands for the number of days on which the working student regularly works. If you work two days per week, you are entitled to one working day’s leave per month. The number of hours worked per working day is irrelevant in this calculation.

However, whether the days off can be used during the period of employment is usually a question of negotiation with superiors and/or the Human Resources department. In the case of short-term employment, there is often financial compensation for the days off, or the period of employment ends earlier.

\[3\] Working days are the days Monday to Saturday (except public holidays). Working days are usually Monday to Friday (except public holidays). The statutory entitlement to holidays is a total of four weeks, whereas the collective agreement entitlement is six weeks.
Employees in dependent employment are fully subject to social security contributions. This means that they must pay pension, nursing care, health and unemployment insurance contributions. These contributions are paid in proportion to their wages. There is an exception for students, known as the "working student rule": if students do not work more than 20 hours per week, they only pay pension insurance contributions.

As an international student, you may only work to a limited extent alongside your academic studies. After all, the 120/240-day rule needs to be observed.

### Mini jobs

Jobs paying a gross monthly wage of up to €450 are known as "marginal employment". Colloquially they are called „mini jobs“. The gross monthly wage may unexpectedly exceed €450 only twice a year. You need to bear in mind that special payments such as Christmas or holiday bonuses are allocated pro rata to each working month. Thus, these payments are added on top of your monthly income. The annual income may not exceed €5,400 (€450 x 12 months). While there is no limitation to the weekly working hours in the case of mini jobs, in practice the current minimum wage of €9.19 results in an upper limit of 48 hours per month. Thus, if you work eight hours a day in a mini job, you can work 6 days each month and still have days left of the 120 full working days that can be used for another job.

Mini jobs are not subject to compulsory contributions for all the various kinds of social security; health, nursing care and unemployment insurance contributions do not need to be paid. This means that a mini job does not provide you per se with health insurance coverage; therefore, health insurance must be guaranteed elsewhere. Students are covered by compulsory health insurance. Mini jobs are subject to statutory pension insurance contributions (18.6% of the gross monthly wage). The employee’s share is 3.6 percent and the employer’s share is 15 percent. The minimum contribution is €32.55 (equivalent to a gross wage of €175), which means that even if you earn less than €175, you still need to pay €32.55. Irrespective of how much you earn in a mini job, you are fully entitled to pension insurance rights. Upon request, exemption from the pension insurance obligation is possible. The application must be submitted to the employer.

It is possible to have several mini jobs at a time. If the salary of all mini jobs taken together is below €450, each of them will continue to be treated according to the rules governing mini jobs. If your income exceeds €450, the social security rules for regular student workers apply.
MINI JOBS IN PRIVATE HOUSEHOLDS

There are further benefits relating to jobs that are done exclusively in a private household. This is because the legislator wants to create incentives for household workers to be employed legally. Thus, the employer must pay only 5 percent (lump sum) towards the pension insurance. You yourself do not benefit from this commercial mini job regulation and must pay 13.6 percent towards the pension insurance.

Jobs in which you earn between €450.01 and €1,300.00 are in a transition area (until July 1, 2019 this range was called the “sliding zone” – Gleitzone – and it was limited to a maximum of €850). In the case of midi jobs, only part of the wage is subject to social security contributions. Social security contributions need to be paid in full for this part. The rest of the wage is exempted from social security contributions. The amount of the share subject to social security contributions can be calculated using the formula in § 163 (10), Social Security Code (SGB) VI, with one factor being determined anew each year. Several jobs that do not pay more than a total of €1,300 per month are added together.

For students, the working student principle also applies in this context: there are no additional contributions to health, nursing care and unemployment insurance if you work a maximum of 20 hours a week alongside your studies.

By the way: the payment of reduced statutory pension insurance contributions in the transition area does not result in a lower pension entitlement. Since July 2019, the actual remuneration is used instead of the reduced salary to calculate the personal earning points (for the pension entitlement).
Short-term employment

If you do not work more than 70 days per year for one employer, or if your employment is limited to a duration of three months, then this is called “short-term employment”. You need to contractually agree on the limited duration of your employment prior to starting your job, or the job in question needs to generally be of limited duration (seasonal employment). Jobs offered during semester breaks are often considered short-term employment. As with mini jobs, the money you earn during your short-term employment is exempt from social security contributions, i.e. no health insurance or pension insurance contributions have to be paid.

The employer does not pay any contributions either, except for statutory accident insurance. For short-term employment, there are no wage ceilings and no limits regarding weekly working hours. Several successive short-term jobs are added together, so that you need to be careful not to exceed the maximum time limit. Short-term employment may also not be carried out on a professional basis, i.e. it may not be the sole basis to secure one’s livelihood which usually is not the case anyway with occasional jobs alongside your studies. Just like mini jobs, short-term jobs are also a kind of “marginal employment”.

Working at university

Jobs at universities are not affected by the 120/240–day rule. They essentially do not differ from regular student employment or a mini job. It should be noted, however, that jobs at universities are regulated by the Wissenschaftszeitvertragsgesetz (act on temporary employment in higher education). This act provides for extended possibilities for fixed-term employment, which is why for many students the length of employment as student employees is limited in time. The fixed term means that the entitlement to holiday and Christmas bonuses can be waived. In addition, in most federal states, students are not represented in terms of personnel law.
There are no special rules for students regarding taxes. The same fiscal obligations apply to students as they do to any other employee. When starting a new employment, you need to present your employer with your tax identification number with which you are registered at the local tax office.

In most cases, the employer pays the income tax directly to the tax office and pays out only the rest of the wage (wage tax deduction). At the end of the year the employer needs to hand out an (electronic) certificate stating the amount of tax paid. Possible exceptions are short-term employment and mini jobs. In these cases, you can choose between a flat-rate taxation by the employer or taxation by wage tax deduction. Like any other employees, students are entitled to a tax-free allowance of €9,168 (as of 2019, generally with annual increases). In addition, employees can make use of a lump sum for professional expenses amounting to €1,000 per year. If your professional expenses are higher, you may increase the allowance, but you must prove those expenses in detail. Professional expenses include, inter alia, expenses for professional liability, property and legal expenses insurance. Other allowances include, for example, allowances for children.

If the annual income is not expected to exceed the allowance threshold, there is usually no automatic wage tax deduction. Exceptions are temporary jobs with a high monthly income. In this case, you should check with the tax office beforehand whether it is possible to prevent the tax deduction if you can prove that the job is limited in time, for example by making an entry on the income tax card. If the employer nevertheless pays wage tax, it can be reclaimed the following year via the annual adjustment of income tax.
If study regulations stipulate a mandatory internship or an internship which is demonstrably required to achieve an educational goal, then no work permit is required, even if the internship is paid. The 120/240 (half) working days are unaffected by this. The internship is then considered part of the academic studies.

The following regulations apply only to the internships prescribed in the study regulations as long as they are completed in the Federal Republic of Germany (the university at which you are enrolled may be located abroad). If the study regulations stipulate eight weeks but the internship lasts ten weeks, then these rules only apply for the first eight weeks; the rules governing voluntary internships during academic studies apply for the remaining two weeks.

**Social Security Obligations**

Compulsory internships during your studies (intermediate internships) are not treated as normal employment relationships, but as part of your studies. If an internship is paid – regardless of the amount – no social security contributions have to be paid. During the internship, you are usually insured against accidents with the internship provider, for cases involving accidents at work, commuting accidents or occupational diseases. Only if the internship is also an organisational part of the studies, i.e. the university bears direct organisational responsibility for the students, is accident insurance via the Landesunfallkasse an option. If you do a paid compulsory internship before the start your studies or after they have been completed (pre- or post-study internship), contributions into all branches of social security are mandatory.

**Employment Law**

Since compulsory internships during your studies are considered part of your academic education, you are not entitled to leave or the other rights employees usually have. Nevertheless, a salary and holiday entitlement may be agreed. be reclaimed the following year via the annual adjustment of income tax.

The 120/240-day rule applies for voluntary internships, even if they are not paid. The first three months of a voluntary internship can be covered by the 120 full days or 240 half days without approval being necessary, provided these days have not already been used for another job. You require the consent of the foreigners’ office for the time beyond that (and also that of the Federal Employment Agency).

Voluntary internships during your academic studies are not part of academic higher education. Therefore, the rules on professional training and, in addition, general employment law provisions apply here.

**Mandatory Social Security Contributions**

These internships are treated like normal employment relationships for students. If an internship is paid, then social security contributions must be paid. The usual exceptions apply for short-term jobs, mini and midi jobs. In the case of voluntary internships, however, the employer providing you with a mini job internship does not have to pay pension insurance contributions. In addition, of cour-
se, the so-called working student regulation also applies (properly enrolled students are exempt from health, nursing care and unemployment insurance contributions if the focus is on their studies).

If your internship lasts longer than three months or 70 working days, and if you work more than 20 hours per week for more than 26 weeks, you lose the privileges of being a working student. In addition, income-dependent contributions to all branches of social security and not only, as is usually the case, to the pension insurance must be paid from the internship pay as soon as the gross internship pay exceeds €450 per month.

Accident insurance for accidents at work, including commuting accidents and occupational diseases, must be covered by the internship employer, just like in the case of regular employment relationships.

EMPLOYMENT LAW

Voluntary internships during your studies constitute employment relationships in the sense of the German Vocational Training Act (§ 26 BBiG). Thus, you are entitled to fair remuneration, holidays and other workers’ rights.

In principle, the statutory minimum wage, which is currently set at €9.19 per hour, must be paid for voluntary internships.

The following exceptions apply according to § 22 of the German Minimum Wage Act:

- The intern has not yet turned 18 and has not completed vocational training yet.
- The internship in question lasts up to three months and serves as orientation for vocational training or study purposes.
- The internship is up to three months alongside your vocational training or studies, and you have not had a previous working relationship with the respective training instructor.

In these cases, a “fair remuneration” still needs to be paid. However, actual figures are not available. The purpose of appropriate remuneration is to help you cover the cost of living and ensure a certain reward for the work as an intern.

<table>
<thead>
<tr>
<th>Minimum wage</th>
<th>No minimum wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory internships during training or studies</td>
<td>X</td>
</tr>
<tr>
<td>Voluntary orientation internship (up to three months)</td>
<td>X</td>
</tr>
<tr>
<td>Internships for those under 18 without a completed professional training</td>
<td>X</td>
</tr>
<tr>
<td>Internship unrelated to vocational training or studies, provided that the intern is at least 18 years old or has completed vocational training</td>
<td>X</td>
</tr>
<tr>
<td>Voluntary internship alongside one’s vocational training and studies, of up to three months, if a previous internship relationship existed with the same company.</td>
<td>X</td>
</tr>
<tr>
<td>Voluntary internship alongside one’s vocational training or studies, of more than three months.</td>
<td>X</td>
</tr>
</tbody>
</table>
In regular collective bargaining rounds, trade unions negotiate with the employers’ associations not only the wages, special payments, notice periods, working conditions, and working hours, but also all other framework conditions for employees. IG Metall is the responsible trade union in the metalworking and electrical industry, in the iron and steel industry, in the metalworking trade, in the textile and clothing industry, in the textile cleaning industry, in the wood and plastics industry as well as in the information and communication technology (ICT) and IT services.

In principle, the terms of the negotiated collective agreements apply only to trade union members but are usually applied by companies to all employees to prevent a higher degree of trade union organization within the company. However, a high degree of unionization is necessary if the interests of all employees are to be effectively enforced.

IG Metall also offers advice and assistance to academic students in all questions concerning employment. Members can, for example, have their employment contract checked at the local office before signing it and receive competent advice on questions such as collective bargaining coverage or grouping.

In the event of an employment law dispute, IG Metall members may seek legal protection in proceedings before an employment court. Students pay €2.05 per month, unless they regularly earn money in their job. Dual students pay a membership fee of one percent of their monthly gross pay.

It negotiates collective agreements with employers’ associations, e.g. collective agreements on your income, working hours and entitlement to holidays as well as the amount of additional holiday pay. See chapter 04 on page 17 for more.

It is responsible for collective bargaining on the shop floor. Unlike the works council, which is a body relevant under the works constitution, it may call for strikes.

It advises and trains works councils and supports them in conflicts and during negotiations with their employer.

It fosters supra-company level networks and promotes an industry-wide professional exchange between works councils.

It strengthens solidarity among companies and the workforces of the office.

On the state or federal level, it is the mouthpiece of the employees of its sectors in decision-making and advisory bodies (for example, the metalworking and electrical industries, the ITC sector or the skilled trades).

It assists and advises students during their studies, in their jobs, and when entering the labour market.
After having been a member for 12 months, according to § 26 of the Statute, it does pay off to become a member of IG Metall or the respective sectoral union while studying. Below is an overview of the benefits IG Metall offers to students:

01 Free-of-charge seminars covering the entry into the labour market, time management and political topics
02 Tips and advice on how to finance your studies, internships, part-time jobs, starting salaries, and collective agreement coverage
03 Legal protection in cases relating to employment law and social law, also in the case of examination disputes, when the successful continuation or completion of one’s studies depends on the exam in question
04 Review of employment and internship contracts and references
05 Off-campus accident insurance – also valid during terms abroad
06 Free-of-charge International Student Identity Card (ISIC)
07 „Schnittstelle“ (a flyer for students, in German) which provides interesting and useful information on studying and the job market is distributed every March and September together with metallzeitung.
08 Active involvement in IG Metall

* After having been a member for 12 months, according to § 26 of the Statute
PAY ANALYSIS FOR THE IT AND TELECOMMUNICATIONS SECTOR:

Once a year, IG Metall evaluates the remuneration in these sectors, from career entry level to management positions. It serves as orientation for pay negotiations and provides valuable information about jobs and earning opportunities in the ITC sector.

www.itk-igmetall.de

IG METALL DATABASE ON EVERYTHING CONCERNING COLLECTIVE AGREEMENTS:

This is where you will find current and reliable information about income subject to collective agreements, remuneration, special payments, contributions to employee capital formation, holiday, and protection against dismissal – all the things IG Metall has negotiated for the employees in collective agreements.

www.igmetall.de/tarife
(available in German only)

WSI–LOHNSPIEGEL:

Online salary check with free information on actual wages and salaries paid in over 380 professions and jobs. Ongoing online survey on working and income conditions.

www.lohnspiegel.de
(available in German only)

WHERE CAN I GET MORE INFORMATION?

HOCHSCHULINFORMATIONSBUERO:

Here university students and graduates will find valuable tips on study and work as well as information on local events and contact persons. www.hochschulinformationsbuero.de

GUIDEBOOK EMPLOYMENT CONTRACTS:

IG Metall has compiled all the important tips on employment contracts in a guidebook. This guidebook is available at your local IG Metall office and can be ordered online. www.igmetall.de/ratgeber-arbeitsvertrag
(available in German only)

IG METALL – YOUR UNION
THOUSAND PLANTS IN 30 BRANCHES

OVER

150
LOCAL OFFICES

OVER

2.2
MILLION MEMBERS

OVER

135
THOUSAND ACTIVE UNION REPRESENTATIVES

OVER

53
THOUSAND MEMBERS OF WORKS COUNCIL

OVER

18
THOUSAND PLANTS IN 30 BRANCHES

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We are many. Join us.

YES. COUNT ME IN.

Give the membership declaration to IG Metall works council, IG Metall union representatives or IG Metall on site. Or just sent back to:

IG Metall Vorstand
FB Mitglieder und Erschließung
60519 Frankfurt am Main

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We are many. Join us.