



KEYWORDS LABOUR LAW

Your rights at work

IG METALL
Sub-department Union Activists in the workplace

YOUR RIGHTS AT WORK – IN A NUTSHELL

Dear colleagues,

The world of work is full of technical terms: from employment contracts and warnings to special leave and references. We have explained the most important technical terms briefly and clearly here.

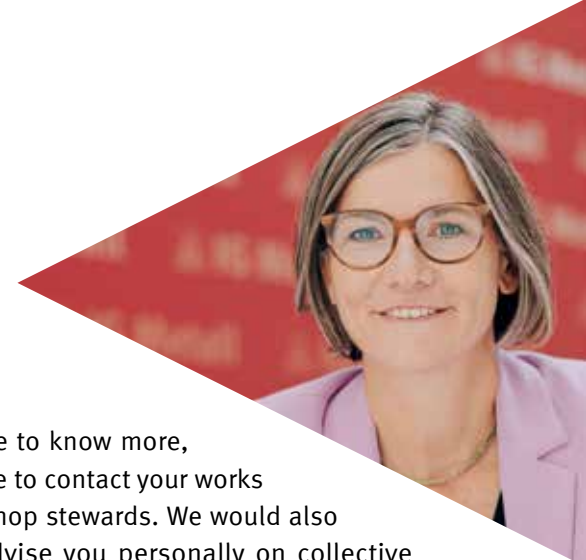
The world of work is constantly changing. We are in a phase of transformation; digitisation is having an impact on individual jobs, on existing business models, but also on the economy and society in general. That is why we are also providing an overview of a new form of work such as crowdworking. In addition, the Covid-19 pandemic has left its mark on society and the economy that will keep us busy for a long time to come. This poses great challenges for all of us. At the same time, however, it also opens up many opportunities for a better working and living environment characterised by solidarity and justice.

If you would like to know more, you are welcome to contact your works council or the shop stewards. We would also be happy to advise you personally on collective agreements or other questions relating to your work. You can reach us in over 150 branches – one of them is also in your area.

In order to make the upcoming change fair and just, we need as many fellow campaigners as possible. That is why I cordially invite you to become a member of IG Metall. It is worth it!



Christiane Benner, Chairwoman of IG Metall



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KEYWORDS & TIPS

Breaks

The Working Hours Act provides: If the daily working time is more than six hours, the work must be interrupted by rest breaks of at least 30 minutes that are established in advance, and of 45 minutes if the daily working time is more than nine hours. The breaks can be divided into different periods, but must be at least 15 minutes each. The break does not count as working time. The collective agreement regulations are usually better than the statutory ones, especially in shift operations. In case of doubt, ask the works council or union how breaks are regulated in your company.

Care leave

Employees who care for relatives are entitled to (partial) time off work. There are three options:

- ▶ 1. In case of emergency: Leave of absence for up to ten days with a care support allowance (up to 90 percent of the net). Employees are obliged to inform the employer immediately.

- ▶ 2. (Partial) leave for a longer care leave: For longer periods of care leave, employees can be released from work for up to six months in whole or in part. The leave must be requested at least 10 days before the desired start.
- ▶ 3. Partial leave of absence for up to two years (Family Care Leave Act). It must be applied for 8 weeks before the start and at least 15 hours must be worked. The advantage of (partial) leave of absence is that employees then return to their previous working hours.

Christmas bonus

The Christmas bonus is a special company payment. The amount varies greatly depending on the industry and region. The Christmas bonus is regulated either by a collective agreement, a company agreement or in the employment contract. Mixed forms are also widespread: Part of the Christmas bonus is covered by a collective agreement, and another part is an additional benefit from the employer.



A collectively agreed Christmas bonus must not be reduced even in economically difficult times. If there is no collective agreement, the employer and works council can agree on a reduction in the Christmas bonus in a company agreement. If the employer voluntarily pays a Christmas bonus of the same amount in three consecutive years, this is referred to as “company practice”. This obliges it to continue paying the Christmas bonus – unless it has clearly stated that it is a voluntary payment and that no legal entitlement arises as a result for the future.

Collective agreements

Collective agreements are the most important instrument for the trade unions to shape the working and payment conditions in the interests of the employees. The trade unions negotiate them with the employers in regular collective agreement rounds – either for a nationwide industry, for a collective agreement area, i.e. a region, or for individual companies.

Collective agreement regulations are generally much better than the minimum statutory standards. The services that many take for granted today were enforced by the trade unions and their

members in long and tough collective agreement disputes over the past years and decades.

According to the WSI wage survey in 03/23, there are significant differences in the basic salaries of electrical engineers: With a collective agreement, the average gross monthly earnings are 6,110 Euro. Without a collective agreement, the average monthly salary settlement is 5,200 Euro. The increase in salary with a collective agreement is therefore around 18 percent. Calculated over the year, this results in a difference of 10,920 Euro in the basic salary alone, based on twelve monthly wage payments.

In comparison: collective agreements and legal regulations

Collective agreement IG Metall	Law
35 to 38 hour week (depending on collective agreement area and industry)	48 hour week
Working week Monday to Friday	Working week Monday to Saturday
30 days annual leave (with a 5-day week)	20 days annual leave (with a 5-day week)
Regular increase in salary or training allowance	No regulation
Holiday pay	No regulation
Christmas bonus	No regulation
Right to be taken on after training	No regulation
Protection against dismissal and income security especially for older people	No regulation
Capital-forming benefits or pension plans	No regulation
Paid time off for special occasions, e.g. marriage, moving house	No regulation
Tariff bonus or extra days off	No regulation
Right to training	No regulation

By the way: Only union members have a legal right to collectively agreed benefits!

Collective agreement eligibility

In the case of employers, the organisations set up for this purpose or individual companies are eligible for collective agreements, i.e. they are entitled to conclude collective agreements. On the employee side, collective agreement eligibility only applies to trade unions. Among other things, trade unions are able to negotiate collective agreements if they are socially assertive. They must be able to exert enough pressure to sign collective agreements to improve working conditions. If there are several trade unions in a company, the collective agreement of the union with the most members applies.

Company agreement

The company agreement is an agreement between the works council and the employer that regulates binding working conditions for all employees in a company.

Numerous matters are set out in company agreements: from smoking bans in the workplace or the dress code in the company to working time models such as flexitime and trust-based working hours, mobile work, on-call duty, details on holidays,

occupational safety, computer work and company integration management to dealing with the Internet and email and social media.

Most topics relate to matters in which the works council has a statutory right of co-determination (§ 87 Works Constitution Act (BetrVG)). In addition, matters that are not subject to co-determination by the works council can be regulated in voluntary company agreements.

Continued payment of wages

Continued payment of wages means: You do not work and you still get paid. This is the case, among others, on all public holidays and during maternity leave periods. Perhaps the most important regulation is the continued payment of wages in the event of illness. The employer must continue to pay the full salary for six weeks. After that, you will receive sick pay from your health insurance company.

Continuous improvement process

In the continuous improvement process (CIP), employees should contribute to improving operational procedures and production processes and increasing the effectiveness of the company. Employers do not expect big, spectacular innovations, but suggestions for improvement that are possible without great technical and financial effort.

With CIP, employers want to use the know-how and experience of their employees to increase the quality of the products and reduce costs. Experience shows: CIP promotes the careful handling of materials, improves work organisation in the companies and thereby also reduces production times.

However, CIP can also lead to performance intensification and, in the worst case, even to downsizing. The works councils should therefore make full use of their co-determination rights when it comes to quantity and time specifications, breaks and staffing and counteract the intensification of performance.

Crowdworking

Crowdworking (or crowdsourcing) refers to the outsourcing of a company's work tasks to an undefined number of people – the “crowd”. The basis of crowdworking is the Internet: Companies advertise work tasks via so-called crowdsourcing platforms. Contractors are the crowdworkers (or clickworkers) from all over the world who are registered on the platforms. Millions of people already regularly work via crowdsourcing platforms such as Amazon Mechanical Turk, Clickworker, TopCoder, oDesk or 99designs.

The work advertised via the platforms ranges from data processing and text creation to software testing and design work to engineering tasks. Crowdworking is usually subject to the same legal regulations as freelance work or self-employed entrepreneurship and does not constitute a permanent employment relationship subject to social security contributions. It is often carried out primarily as a secondary job or part-time. For companies, crowdsourcing increases processing speed, flexibility and scalability – at reduced costs. Working conditions are often not very transparent and unfair; also poorly paid.

Some crowdsourcing companies and individuals have signed a code of conduct that lays down guidelines for profitable and fair cooperation between crowdsourcing companies and crowdworkers. IG Metall wants to make crowdworking more fair and has set up the participation portal www.faircrowd.work together with other institutions. Fair Crowd Work offers trade union information and exchange on crowd, app and platform-based work. Crowdworkers can also become members of IG Metall.

Data protection

Employee data protection is currently only inadequately regulated in the Federal Data Protection Act. Most questions are still left to case law. Much is not clearly regulated. In day-to-day business, this legal uncertainty is often exploited to the detriment of employees. Interventions in personal rights through new technology, permanent monitoring and secret performance and behaviour controls or the evaluation of private data, for example, urgently require comprehensive regulation. Personnel information systems such as Office 365, Work Day or Success Factors raise many questions regarding the transparency of the data collected for employees and possible performance controls.

IG Metall wants to protect employees from a “climate of control” and from data misuse. It relies on the co-determination of the works council when introducing new software and technologies.

Employee appraisal

The employee appraisal is an instrument of personnel management and is considered a sign of good corporate culture. It is intended to promote communication between supervisors and employees, increase motivation and strengthen team spirit. It usually takes place once a year, usually in private, sometimes in small groups. In the employee appraisal, supervisors provide feedback on whether they are satisfied with the employee’s performance. They can comment on this and present their point of view. Finally, both sides agree on the targets for the coming year and on any training. The result is recorded in writing. If there is no agreement on the assessment of performance or objectives, third parties can be consulted. Further details are often regulated in company agreements.

You should prepare well for an employee appraisal, as it can affect your professional advancement and pay.

› Company agreement



Employment contract

In the employment contract, the employer and employee agree on the conditions under which an employment relationship is entered into: Among other things, the employer undertakes to give you a specific job, to pay you a monthly wage and to grant you leave. In return, you agree to comply with the prescribed working hours and to provide the desired service.

Employment contracts must not violate labour law regulations and may only deviate from them in favour of the employee. Protection against dismissal, continued payment of wages in the event of illness and parental leave must be granted to all employees. However, only those who are members of the trade union have a legal right to benefits under a collective agreement.

There is no written form requirement for employment contracts – except for the effective limitation of employment relationships. However, if an employment contract is agreed orally, the employer must give the employee a signed record of the working conditions no later than one month after the agreed start of the employment relationship.

Equal treatment

No one may be discriminated against in the workplace because of their ethnic origin, gender, religion, ideology, disability, age or sexual identity. This is prohibited by the General Equal Treatment Act (AGG), also known as the Anti-Discrimination Act.

The reality is different in many places: Well-paid jobs, especially managerial positions, are given preference to men. Applicants with a migration background or people with disabilities often have no chance, even in less qualified positions. Discriminatory slogans about homosexuals, people with disabilities or people of different skin colour have by no means disappeared from everyday business life. The employer is obliged to eliminate disadvantages and to punish discriminatory behaviour by individuals. If an employee feels disadvantaged, he/she can complain to the employer and works council and seek legal advice from the trade union.

European Works Council

European Works Council is an employee representative body in companies and groups of companies that operate throughout the EU, i.e. with companies or enterprises in several member

states. The European Works Council has the right to be informed and consulted by management. Its responsibility is limited to decisions and developments that have cross-border effects on the employees of the company or group of companies.

› **Company agreement**

Executive employees

According to the Works Constitution Act, an executive employee is someone who is authorised independently to hire and dismiss employees working in the company or in the company department, who has general power of attorney or who regularly performs other tasks that are important for the existence and development of the company or an operation. Due to these tasks and the resulting conflict of interests with other employees, executive employees do not fall within the scope of the Works Constitution Act (BetrVG).

› **Executive staff committee.**

Executive staff committee

The executive staff committee represents the interests of executive employees in a company or business. In contrast to the works council, however, it only has information and

consultation rights. The executive staff committee can exist at both operational and company level. The prerequisite for the formation of an executive staff committee is that at least ten executive employees work regularly in the operation or company.

› **Works council, executive employees**

Field work

Field work is any work that does not take place on the company premises. This occurs particularly frequently in the areas of sales, assembly, service, maintenance, repair, servicing and advice. In many companies, the conditions for field work are regulated in collective agreements or company agreements. If not, travel and travel expenses as well as the calculation of working hours should be regulated in the employment contract.

› **Business trips**

Gender pay gap

What is now referred to as the gender pay gap describes an old problem: the income gap between men and women. Although the gap has narrowed over the past 20 years, it still averages around 18 percent across Germany; however, there are regional differences.

The pay gap can be explained both by pay gaps between different occupational groups and by a pay gap to the detriment of women within the individual occupations. On the one hand, women work more often than average in comparatively poorly paid jobs, such as salespeople, educators or nurses. Higher wages are paid, for example, in technical professions, where the proportion of men is traditionally high.

But even if women work in the same profession as men, their salary often lags behind – according to the WSI wage index, it is 13 percent for industrial clerks, 10 percent for office clerks and 8 percent for electrical engineers. One reason for this is, among other things, the shorter working hours and career breaks of women due to part-time work and parental leave.

By the way: The situation is different in companies and businesses that are bound by collective agreements: Collective agreements do not distinguish between men and women. They also ensure higher average salaries. The salary increase for electrical engineers with a collective agreement is around 18 percent. Calculated over the year, this results in a difference of 10,920 Euro in the basic salary alone – based on twelve monthly wages.

General Data Protection Regulation

The General Data Protection Regulation (GDPR) is a regulation of the European Union that standardises the rules on the processing of personal data by private and public data processors throughout the EU. On the one hand, this is intended to ensure the protection of personal data within the European Union and, on the other hand, to ensure the free movement of data within the European internal market.

General Works Council

If there are several works councils in a company, a General works council must be set up. This is the case if the company has several independent establishments, if a part of an

establishment is considered an independent establishment (for example, because it is far away from the main establishment or because it is independent in terms of tasks and organisation) or if it is agreed in a collective agreement that more than one works council is to be formed in an establishment (for example, in the case of a divisional organisation). The General works council is responsible for matters that affect the entire company or several companies and that cannot be regulated by the individual works councils within their companies. It is not superior to the individual works councils.

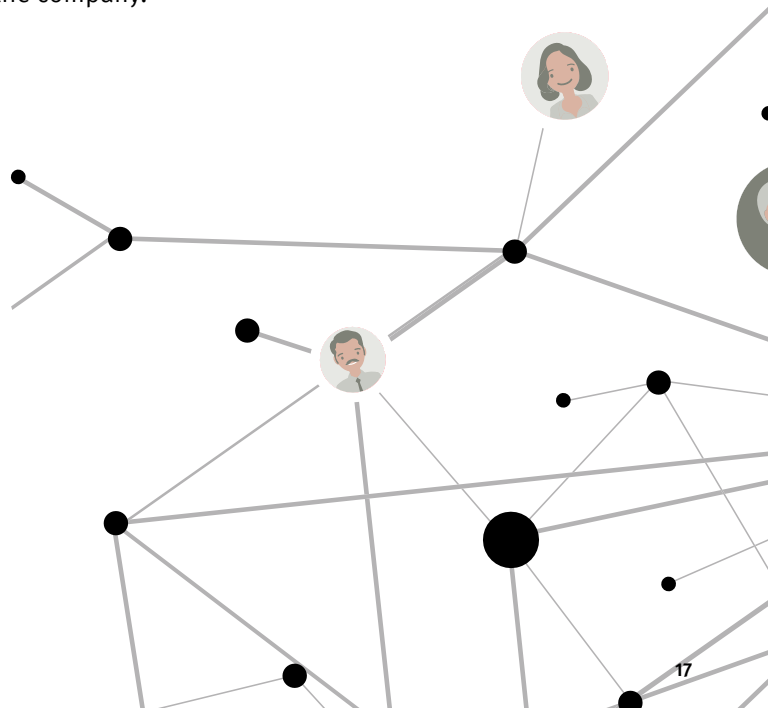
Group Works Council

A Group works council can be set up for a group by resolutions of the individual General works councils. The Group works council is responsible for matters that affect the group or several group companies and cannot be regulated by the individual General works councils within their companies. It is not superior to the individual General works councils.

Holiday pay

Holiday pay has no legal basis – but the collective agreements of IG Metall secure the holiday pay for employees. In addition,

an entitlement to holiday pay can arise, for example, on the basis of company agreements or employment contract regulations. You can get information about the amount and payment modalities from your works council or, as a member of IG Metall, from your responsible office or the IG Metall shop stewards in the company.



Holidays and holiday pay

According to the Federal Holidays Act (BUrLG), employees are entitled to a total of 24 days of holiday a year with a 6-day work week and 20 days of holiday with a 5-day week. This results in an annual leave entitlement of four weeks. Collective agreements of IG Metall, on the other hand, guarantee employees 30 days of annual leave with a 5-day week, which corresponds to six weeks of holidays per year.

During your holidays, you will continue to receive your average salary based on the BUrLG or collective agreements (holiday pay).

In principle, you must take your annual leave in the current calendar year (§ 7 para. 3 BUrLG). However, the holiday does not expire automatically; your employer must inform you of the impending forfeiture of holiday time.

In principle, holiday days not taken at the end of the year can only be carried over to the following year if urgent personal or operational reasons justify this.

Urgent personal reasons are for example:

- ▶ Inability to work,
- ▶ Illness of a relative whom you have to care for or
- ▶ the illness of the partner with whom you want to spend the holiday.

Urgent operational reasons can be:

- ▶ Deadline or seasonal orders or
- ▶ technical or administrative problems in the course of operations.

If holiday is carried over to the following year, you must take it in the first three months. If you have any questions about the carrying over of your leave, please contact your works council.

Idea management

Idea management, formerly known as company suggestion schemes, is a company management system. Employees should be motivated by financial incentives to help improve products and work and production processes. If there are no collective agreement regulations, the works council can define the principles for company idea management together with the employer. Such a company agreement should contain the

following points: the annual deadline for submitting suggestions for improvement, the composition of the commission that evaluates the suggestions, and the criteria used to evaluate them. And of course the way in which successful suggestions are recognised.

Internet use

The employer alone can decide whether email and the Internet may be used privately in the company. Company agreements often regulate the handling of online media. Where not, the private use of the systems is prohibited in most cases. Even in companies where private use is tacitly accepted, employees have to pay attention to a number of things. Working hours must not be lost as a result of private Internet use, and no criminal acts may be committed. If an employee violates the contractual obligations, this can result in a warning and, in the worst case, dismissal. In the case of permitted private use, the employer is generally not allowed to control the Internet usage behaviour of the employees. However, employee data protection is full of gaps and ambiguities; it is not uncommon for it to be interpreted at the expense of the employees.

› Data protection

Labour law

Labour law includes all laws, ordinances and other binding provisions that regulate working conditions and the relationship between employees and employers. It is not a self-contained code of law, but results from many individual laws and regulations. Labour law includes, for example, collective agreements, the Works Constitution Act, company agreements and employment contracts.

Legal protection

In the event of disputes in connection with the employment relationship or social law (pension, accident, health and unemployment insurance), IG Metall supports its members with free legal advice and representation in lawsuits. It also bears the costs of the legal dispute, including procedural and expert fees, for example. The prerequisite for legal protection is: You have been a member of a DGB trade union for at least three months, have paid your membership fees and the legal dispute has a chance of success.

Thanks to their experience and special knowledge of the operational situation, IG Metall and the works council can advise

on finding solutions to disputes. In this way, a result is often obtained without having to involve the courts.

Liability

Anyone who causes damage is liable for it. This principle, which applies to private life, only applies to a limited extent to working life. According to case law, employees are only liable for damage they have caused intentionally or through gross negligence.

The employer, on the other hand, is liable for all personal injuries in the event of accidents at work: Unless it is a traffic accident or the accident was caused intentionally. In addition, the employer must also pay for an employee's property damage if it occurs at work and is not covered by the wages or is included in the general life risk.

Mobbing

“Mobbing” comes from the English language and means as much as bullying, belittling people and finishing them off. Mobbing at work has many faces: People are cut off, isolated, bullied, humiliated, insulted, blackened or degraded to the

status of sexual objects – just as much by superiors as by colleagues. The effects can be severe, in extreme cases mobbing has driven victims to suicide.

The employer has a duty of care for its employees. It needs to stop the mobbing. Depending on the circumstances, the employer may admonish, warn, transfer or even dismiss the offender. Victims can sue for injunctive relief, damages and compensation for pain and suffering, as these often involve criminal offenses such as insult, bodily harm or coercion.

In some companies there is a company agreement that regulates how mobbing is dealt with. The first point of contact is the works council, which can mediate or cause the employer to act.



Mobile working

Mobile working refers to working outside of business premises. It includes working from home (teleworking), working at customer sites, working on the move and working on business trips. Telework is tied to a fixed place. The employer sets up a workplace in the private sphere for the employee. It provides functioning technical equipment and bears the costs (e.g. for rent, electricity, heating, network costs, etc.). In addition, the workplace ordinance, which contains specific specifications on room dimensions, lighting, room temperature and other things, applies to telework.

Mobile work can, to a certain extent, enable employees to determine for themselves when and where they complete tasks. However, there are also limits to this autonomy and self-determination. Of course, even with mobile work, the boss decides what needs to be done and can set deadlines. Mobile work also harbours risks such as constant availability, unlimited working hours, poor ergonomics at the respective workplace and other risks due to the individual environmental conditions. It is therefore important that mobile work must meet the requirements of the Occupational Health and Safety Act.

And: Even those who work outside the office are entitled to regular working hours and breaks. Time spent working on behalf of the employer is working time and must be recorded. Anyone who wants to prevent being constantly available outside of the workplace can agree fixed mobile working hours with their employer.

In the best case, mobile work in a company is regulated in a company agreement. IG Metall has concluded a collective agreement on mobile work for the metal and electrical industry. This formulates framework conditions and forms a basis for company agreements on mobile work. What works councils of IG Metall always pay attention to in company agreements on mobile work: that employees have the freedom to choose whether they want to work remotely or not.

If you are interested in mobile work – or if you are asked to do so without wanting it – it is best to contact your works council!

Non-collective agreement employees

Non-collective agreement employees are not included in the collective agreement. They have a higher income and negotiate their working conditions individually with the employer because the collective agreement does not apply to them.

However, this group only includes those who are actually outside the collective agreement area – i.e. persons who are entrusted with a task that places higher demands than those defined for the highest collectively agreed remuneration group, and on the other hand have a salary significantly above the highest pay scale group. Where exactly the non-collective agreement area begins is defined differently by the individual collective agreements. Some do not allow non-collective agreements at all; others contain a precise minimum distance requirement.

In practice, the annual gross amount of a “non-collective agreement” contract is often below the tariff grouping including all collective agreement benefits. It is therefore worth examining the contract closely with IG Metall and discussing it.

Notification of illness

Anyone who is ill and therefore cannot come to work must inform their employer immediately. If you are unable to work for more than three days, you must submit a medical certificate or submit it later on the fourth day. The employer can generally demand that the certificate be submitted on the first day of illness.

Overtime

Overtime may not be ordered unilaterally by the employer. It must first obtain the consent of the works council. If the works council agrees, employees must work overtime. The payment of overtime is regulated in collective agreements. Depending on the collective agreement, it can be compensated with or without bonuses, with time off or credited to working time accounts.

› Working time accounts

Parental leave

Parental leave is a break for mothers and fathers after the birth of a child. They can leave the job completely or partially for a total of 36 months and take care of their offspring. All employees, including homeworkers, are entitled to parental leave. The prerequisite is that they live with their child in the same household, look after and raise their child themselves and do not work more than 32 hours a week during parental leave. This also applies to unmarried couples. Single parents have the same rights.

The parents alone decide on the start and duration of the leave. You can split your parental leave into three phases within eight years; however, the first twelve months must be taken until the child reaches the age of three. The application for parental leave must be received by the employer no later than seven weeks before the desired start and contain the exact plans for two years. As soon as the application is submitted to the employer, the parents have protection against dismissal.

Part-time

Regardless of whether it is 30, 18 or 15 hours per week – anyone who works significantly fewer hours than a full-time employee is a “part-time employee”. Part-time employees have to negotiate with their employer how the working hours are distributed and agree that in the employment contract. You can distribute the hours evenly over all working days of the week or group them and thereby gain days off. Part-time employees are entitled to all customary company benefits. They receive holiday and annual payments on a pro-rata basis, and must not be disadvantaged when it comes to training and applications for more qualified positions.

Employees in companies with more than 15 employees have the right to part-time work. If you have worked in the company for more than six months, you can request a reduction in working hours. The employer can only refuse this request if operational reasons oppose it. A number of companies have company agreements on this.



Principle of favourability

Various regulations (laws, agreements, contracts) apply to each employment relationship. These are arranged hierarchically in terms of their effect: The weakest requirements are made by the employment contract, which is overridden by regulations from company agreements, and above that there are collective agreements, which in turn are subordinate to laws and ordinances. The highest national level is the Basic Law, above which there are EU case law and directives. No provision may violate a higher one.

However, the employee is entitled to the “principle of favourability”. This means: The most favourable arrangement always applies to him/her. If, for example, there are no holiday days in the employment contract, 30 in the collective agreement and 20 in the Federal Holiday Act, the law has higher priority, but due to the principle of favourability, the 30 days of holiday regulated in the collective agreement apply.

Reconciliation of interests

The reconciliation of interests is an instrument of operational co-determination according to the Works Constitution Act (BetrVG). A reconciliation of interests is a written agreement between the works council and the employer on all issues related to a change in operations planned by the employer. A change in operations is a fundamental reorientation or restriction of an operation, which can go as far as the closure of the operation or significant parts of it. It is therefore usually associated with considerable disadvantages for the employees concerned.

From the point of view of the works council, the aim of the reconciliation of interests is to prevent or at least mitigate the disadvantages for the employees resulting from the change in operations. In a reconciliation of interests, for example, the extent of the restriction of production, the time of the closure of the company or part of the company, guidelines for the selection of the employees to be made redundant or retraining and further training measures are regulated.

› Social plan

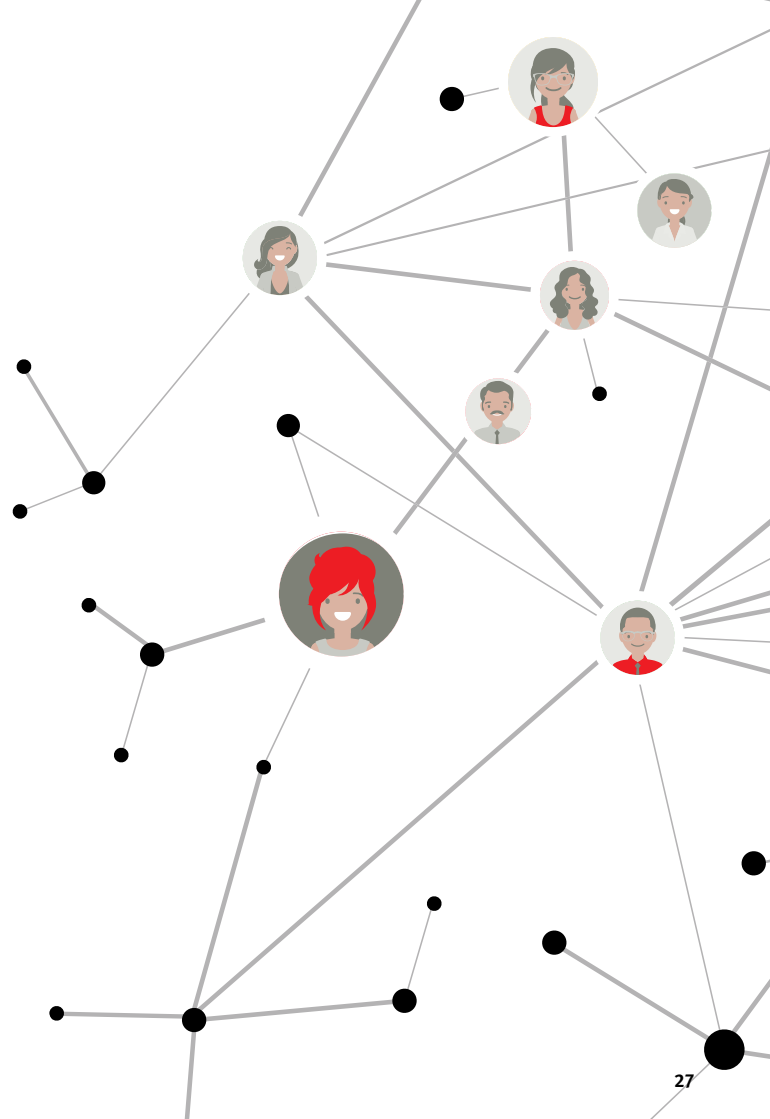
References

References are business cards. They can open the door to a new job for employees – or not. Therefore, you should definitely check the content of a reference.

There are two types of references: the basic and the qualified. The basic reference is not very meaningful, since only the duration and content of an employment relationship are confirmed. Anyone who wants to prove their suitability therefore needs a qualified reference in which the performance achieved is evaluated.

Anyone who leaves a company is entitled to such a qualified reference. The legal entitlement to an interim reference, on the other hand, only exists if there is an important reason, such as the leaving of a supervisor or the transfer of the employee.

A reference must be complete, true, and benevolent. But be careful: Some employers use codes that sound benevolent but contain negative reviews. If you are unsure how to assess your reference, get advice from IG Metall!



› **Tip: Business trips**

A business trip is a trip undertaken in the interest of the company. The working time is performed outside the company for a limited time. In many companies there are company agreements or regulations that were unilaterally determined by the employer.

Does travel time equal working time?

Some employers assume that travel time is not used for official tasks. Mostly, however, the arrival and departure is used to do any work that needs to be done. If this is ordered by the employer, it must pay for the travel time as working time.

What is the difference to field work?

A field work job is when your main job is to visit and look after customers outside the company. Field work activities have the advantage that they are often much better regulated. The pay is usually higher, and certain parts of the working time are always remunerated with bonuses according to the employment contract or

collective agreement. However, the exact distinction is not legally defined. Only your employment contract can create clear conditions here.

Do I get my expenses back?

Your employer must reimburse you for all expenses related to business trips. On the basis of § 670 German Civil Code (BGB), it must pay the costs for the trip and the expenses incurred. Tax regulations have led to the fact that in many cases only the meal allowances are paid out.

Can I refuse business trips?

Only in justified cases, because arranging business trips is part of the employer's managerial authority. The works council also has no direct right of co-determination. However, it can exert its influence on regulations on working hours, personnel measures and health protection.

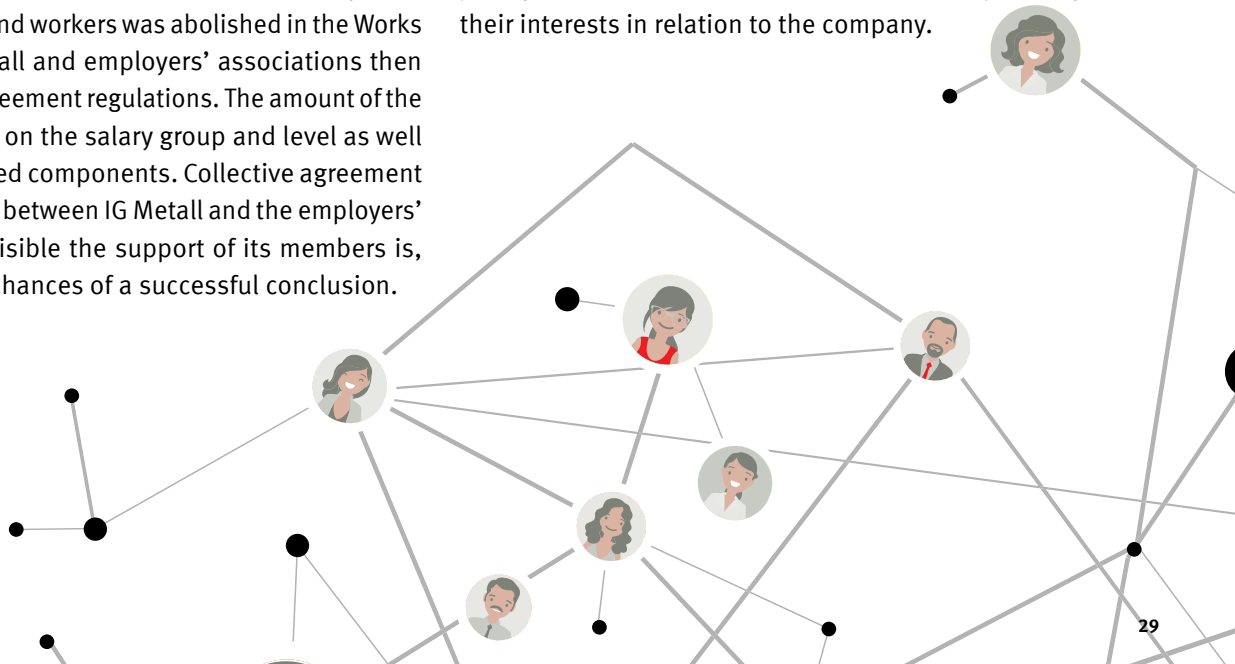
Remuneration

We often talk about salary, sometimes also about wages – meaning the remuneration for your work that you have agreed with the company – regardless of whether you are paid per hour or per month.

The concept of remuneration was introduced after the separation between employees and workers was abolished in the Works Constitution Act. IG Metall and employers' associations then merged the collective agreement regulations. The amount of the monthly salary depends on the salary group and level as well as on performance-related components. Collective agreement increases are negotiated between IG Metall and the employers' association. The more visible the support of its members is, the greater the union's chances of a successful conclusion.

Representation of severely disabled employees

According to the Social Security Code, a representative for severely disabled people is elected every four years in companies that employ at least five severely disabled employees. The representative for severely disabled employees is intended to promote the integration of severely disabled people into their jobs, provide them with assistance if necessary and represent their interests in relation to the company.



› **Tip: On-call duty**

On-call duty means: You must be available for the company and be available for a work assignment during this period. You can move freely outside the company. But your employer should know where you are.

Better with insurance

The trade union provides you with basic protection in the event of accidents and commuting accidents. In addition, the employer should have liability insurance that also covers damage caused by gross negligence. Outside normal working hours, mistakes and accidents occur more frequently. Do you use your own car for work? Then it should be ensured that the employer also pays a possible deductible in the event of an accident.

Remuneration even without deployment

Even if it does not come to a deployment: The employer must pay you a special fee for the time you are on call. If there is no company agreement, this must be agreed separately. A flat-rate payment is recommended.

Deployment time is working time

If there is an on-call duty, the time of deployment is paid as working time – in addition to the flat-rate on-call duty fee. Depending on the collective agreement, bonuses are added for overtime, night work, work on Sundays and holidays.

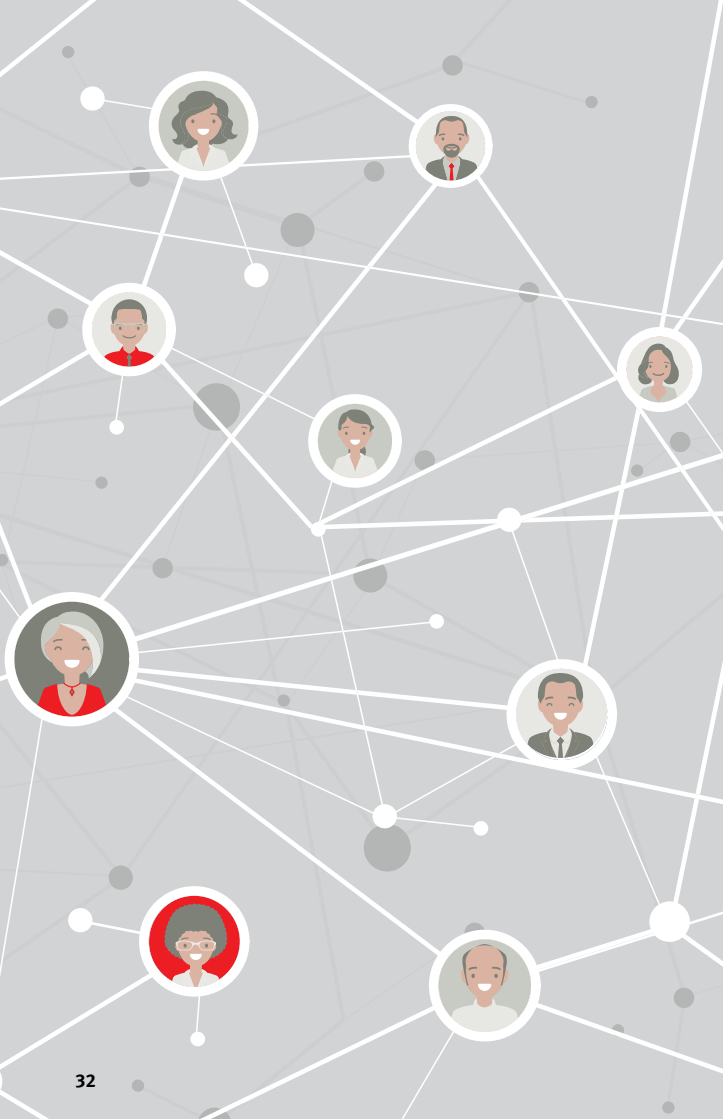
Refuse on-call duty?

In principle, on-call duty is voluntary. You are only obliged to do so if this has been agreed in an employment contract or collective agreement. In this case, the employer is free to decide whom to assign. However, its selection must not be arbitrary or discriminatory. The works council can have a say in how on-call duty is designed in detail and what the on-call duty schedule looks like.

Important: Your personal rest time

The eleven-hour rest period between your working hours can be interrupted by an assignment. However: Then it starts over again. Your personal rest time is stipulated in the Working Hours Act, it must not be restricted.





Right of instruction

The right of instruction – or the right to direct – refers to the right of the employer to issue orders (instructions) to its employees. It serves to specify the obligations stipulated in the employment contract and enables the employer to deploy the employees in accordance with changing operational requirements. Instructions can relate to working hours, the place of work or the content of the work. However, the employer must not act arbitrarily, but must take into account the interests of its employees, such as their private living conditions, special likes or dislikes as well as knowledge and experience or even a disability. Furthermore, the right of instruction is also restricted by employment contracts, collective agreements, company agreements, co-determination rights of the works council and laws.

If your boss issues instructions that you feel are unjustified or even illegal, you should always contact your works council. IG Metall also supports its members with legal advice and legal protection should the case come before the labour court.

› **Tip: Target agreements**

Target agreements are a common personnel management tool. Employers and employees set work targets – usually once a year. A variable additional remuneration is usually associated with the achievement of these targets.

Target agreements should be fair!

The collective agreements of IG Metall guarantee that the basic conditions for target agreements are correct and that targets cannot be determined “from the top down”. In the event of a conflict, a right of complaint for employees has therefore also been agreed. Company agreements regulate how target agreements are designed in detail. The works council has far-reaching co-determination rights, it can support you in case of doubt.

Nothing works without a conversation

To agree on the targets, the employer or its representative must have a conversation with you or your group. He/she must record the result in writing.

Six important points

Make sure, that

- ▶ the targets are related to your work task,
- ▶ you actually have an influence on the success criteria,
- ▶ the targets are measurable and assessable,
- ▶ not too many targets are to be achieved at the same time,
- ▶ the targets are not set higher and higher and can no longer be achieved by you,
- ▶ the amount of the variable remuneration remains manageable. It should be paid in addition to your fixed salary and not reduce it!

Make use of your opportunities

The target agreement meeting with your superior gives you the opportunity to influence your earnings and your working conditions. For example, you can suggest a qualification as a goal or measures to improve your working conditions or work processes.

Salary

Salary used to be called the monthly wages for employees. Today it is called remuneration.

› Remuneration

Secondary employment

Secondary employment is permitted and may not generally be excluded in employment contracts. However, with restrictions: Your secondary employment must not get out of hand in such a way that you can no longer fulfil your actual duties. The working time of all employment relationships together must not exceed the statutory maximum working time, and you may not carry out any work during the holiday that conflicts with the purpose of the holiday.

Caution: It is often agreed in collective agreements or employment contracts that the secondary employment must be reported to the employer. You are not allowed to work for a competitor either!

Severance pay

Severance pay is a one-time payment from the employer to an employee when an employment relationship is terminated. It is intended to compensate the employee for the loss of their job. Employees have no fundamental right to severance pay if their employer gives notice of termination. However, it is often paid if the company wants to avoid the risk of legal proceedings and therefore concludes a termination agreement with the employee. Payments of half a month to one gross monthly salary per year of employment are usual.

There is an entitlement to severance pay,

- ▶ if there is a social plan in the event of a termination for operational reasons as part of a change in operations. A social plan can only be enforced in companies with a works council that employ more than 20 workers;
- ▶ if the employer promises severance pay in accordance with the Employment Protection Act in a termination for operational reasons and the employee does not file an action for protection against dismissal;

- ▶ if a labour court declares a dismissal invalid and, at the request of the employee, terminates the employment relationship against payment of severance pay;
- ▶ if an association, company or social collective agreement provides for the payment of severance pay.

In most cases, severance payments from social plans and collective agreements are significantly higher than the entitlement from the Employment Protection Act.

Caution: Claims for severance pay can expire if they are not asserted and, if necessary, sued for within a time limit that is regulated by the collective agreement or employment contract. No social security contributions have to be paid for severance pay in the event of job loss, but taxes must be paid.

Be sure to get advice from your works council or IG Metall on severance pay!

› **Termination agreement, social plan, social collective agreement**

Sexual harassment

The General Equal Treatment Act (AGG) describes what characterises sexual harassment in the workplace: Sexual harassment is when “unwanted sexually directed conduct, which includes unwanted sexual acts and requests for such acts, sexually directed physical touching, remarks of a sexual nature and unwanted display and visible display of pornographic images, has the purpose or effect of violating the dignity of the person concerned [...]”. (§ 3 para. 4 AGG). The employer is obliged to protect employees from sexual harassment (§ 12 para. 1 AGG).

In order to create more clarity, some companies have again defined exactly what they understand by harassment, mobbing or stalking in a company agreement.

If you feel harassed or offended by comments, photos or even touching, it is best to talk to the works council or one of the complaints offices set up for this purpose in the company. It is a legal requirement that there must be such a complaints office in every company. People affected should urgently use these contact offices. Sexual harassment must not be tolerated!

Shop stewards

Shop stewards are the representatives of the trade union elected by the members in the company. They should maintain the connection between the members, the works council and IG Metall. They inform the works council about the demands and mood of the employees and explain the decisions of the works council or the union to the workforce. The shop stewards take care of the interests of the IG Metall members in their area, are involved when collective agreement demands are made and acquire new members for IG Metall.

Social collective agreement

Like the social plan, the social collective agreement regulates the compensation of disadvantages that are associated with a change of business for the employees. In contrast to the social plan, however, it is not the works council but a trade union that is a contractual partner. It concludes the social collective agreement with an affected company itself or with the relevant employers' association. Negotiations on a social collective agreement give the union the legal opportunity to go on strike. This means that the employees and their interest groups have much more leverage than with social plan negotiations.

› Social plan

Social plan

According to the Works Constitution Act, a social plan is an “agreement between the works council and the employer to compensate for or mitigate the economic disadvantages that employees incur as a result of planned operational changes”. This often means mitigating the consequences of job loss. The operational change can be a reorientation of the company, which means that departments are closed or outsourced and extensive layoffs follow. The social plan can then, for example, regulate the amount of severance pay for those affected. However, a social plan can also be drawn up if jobs are retained but work content, methods or location change. Then the social plan regulates qualifications, relocation assistance or compensation payments. Not all companies have to create a social plan when there are changes in operations; the social plan obligation depends above all on the age of the company, the size of the company and the existence of a works council. In any case, it is important that a reconciliation of interests is negotiated.

› Severance pay, reconciliation of interests, social collective agreement



Special leave

Special leave is granted on certain occasions – sometimes with continued payment of wages, sometimes not. Paid special leave is usually granted for one’s own wedding, the birth of a child, moving house or the death of a close relative. You can find out how many days you are entitled to in each case in the collective agreement, in company agreements or in the employment contract.

Unpaid special leave is available for workers who hold an honorary position in the trade union and attend meetings of the Board of directors committee, the collective agreement committee or other bodies.

In some Federal states there is a law on educational leave. It gives employees the opportunity to attend seminars for professional or political training. You can get detailed information from the works council or the local IG Metall.

Standby duty

Standby duty means that an employee has to be in a certain place – without being directly present at the workplace – in

order to be able to start work at any time. Standby duty is working time. The remuneration for this is usually regulated in collective agreements.

Standby duty is to be distinguished from on-call duty: For this, the employee only has to be reachable, but the employer does not determine where he/she has to be.

› On-call duty

Temporary part-time – the bridge part-time

Since 2019, so-called bridge part-time work has been anchored in the Part-Time and Fixed-Term Employment Act (§ 9a TzBfG). Under certain conditions, employees can reduce their working hours for a certain period of time and then return to their original working hours: Anyone who has been employed in a company for more than six months can reduce their working hours for a period of at least one and up to a maximum of five years. However, the legal entitlement only applies to companies with more than 45 employees. For companies with 46 to 200 employees, there are “reasonable limits” and an application for temporary part-time work can also be rejected for operational reasons. No matter which form of part-time you would like to

apply for, it is advisable to seek advice from your works council or your IG Metall office.

Termination

With the termination, the employer or employee declares that they want to terminate the employment relationship. In the interest of both parties, there are rules to be followed. These are laid down in laws, collective agreements and employment contracts and both parties must comply with them. The type of termination, the deadlines and the provisions on protection against dismissal are particularly important. Any notice of termination must be in writing!

Ordinary termination is possible for serious operational or personal and behavioural reasons. Termination without notice can only be given if an employee seriously and repeatedly violates the contractual obligations or commits a criminal offence, for example severely insulting an employee or supervisor, assaulting them, stealing from them or embezzling company property.

Trainees, severely disabled people, mothers on maternity leave, employees on parental leave and – depending on the collective agreement – older employees enjoy special protection against dismissal. The same applies to members of the JAV and the works council.

Anyone who wants to take legal action against their dismissal must file an action for protection against unfair dismissal with the labour court within three weeks. However, please be sure to seek advice from the works council or IG Metall before making a decision!

Termination agreement

With a termination agreement, an employment relationship can be terminated by mutual agreement between the employee and the employer. It must be in writing. Employees are not entitled to severance pay, but can request it. A termination agreement can lead to a blocking period for unemployment benefit. Before you sign a termination agreement, you should check it thoroughly, as there is no statutory right of withdrawal. Since termination agreements are treated like terminations at the employment agency, there are impending blocking periods

or rest periods when receiving unemployment benefits. Due to the possible consequences, not only under social law, you should seek advice before concluding a termination agreement.

If you are offered a termination agreement, be sure to seek advice from your works council or IG Metall.

› **Severance pay**

Trade union

A trade union is “a voluntary association of employees”. It is intended to protect and represent their interests, especially towards employers, but also in the State, business and society. The right to form trade unions is guaranteed by the Basic Law. A trade union must be politically independent, financially self-sufficient and assertive.

The strength of the trade unions lies in the fact that employees of a branch of industry, an industrial sector or a professional group have come together – regardless of political or ideological convictions. In this way, trade unions can enforce collective agreements and improve working conditions and wages. An important instrument in collective bargaining disputes is the

right to strike, which is guaranteed in the Basic Law. Trade unions advise their members and works councils on all labour and social law issues.

Transfer

The transfer to a higher-quality position in the company is usually not problematic. However, if it is to take place in a job of the same value or even in a lower category, there are a number of things to consider: for example, the collective agreement regulations on wage security and continued security as well as protection against dismissal.

The employer must inform the works council before any transfer, assignment or reassignment. The latter can lodge an objection – for example, if the transfer puts the employee at a disadvantage without there being any operational or personal reasons.

› **Tip: Training**

Lifelong learning is necessary today if you want to consolidate yourself in your job or open up new professional perspectives. Commercial and technical employees, as well as colleagues from the commercial and IT departments, have completely new educational opportunities today:

- ▶ company advancement training,
- ▶ catching up on school-leaving qualifications,
- ▶ studying with and without Abitur,
- ▶ training leave.

Close to practice: advanced training

Advancement training requires vocational training and several years of professional practice. It is practically oriented. Employees can acquire higher professional qualifications step by step. The qualifications of the specialists, business administrators, master craftsmen and operational professionals correspond to the level of the bachelor's degree obtained at a university.

They qualify you for middle-level specialist and managerial tasks. After that, for example, the path to becoming a technical business economist is open. For the commercial area, this means further qualification as a business economist and in the IT area, development towards strategic professionals. These qualifications are assigned to the Master's level in the German Qualifications Framework (DQR). They qualify for strategic corporate management tasks.

Vocational advancement training is possible on a part-time or full-time basis. These qualifications do not trigger a right to better pay.

Nevertheless – training is worthwhile:

- ▶ Six out of ten training graduates improve immediately professionally and financially.
- ▶ Three to five years after the exam, 70 percent of the graduates have benefited: through a better position, a larger area of responsibility or higher pay.

Travel time

Travel time is the time you spend on public transport or in the car to get from your workplace to a customer. It counts as working time and must be remunerated. The basis is collective agreements, company agreements or the employment contract. Travel times from your home to the company are a private matter and are not paid for.

Warning

Anyone who violates their obligations under labour law risks a warning. For example, someone who is often late, makes gross and negligent mistakes at work, or disrupts teamwork through their behaviour.

The warning is a warning shot. Employers thereby signal that they will take legal action in the event of a repeat offense. This can be a regular termination, in serious cases also a termination without notice.

The allegation of breach of duty must be described in detail in the warning. In addition, it must be announced in writing or

verbally what consequences there are under labour law if the employee does not change their behaviour.

The warning is usually entered in the personnel file and therefore remains in place until the employment relationship is terminated. Warnings that relate to a one-off process that happened a long time ago can no longer be used as a reason for termination.

If you have received a warning from your employer, you should not just let it go. Consider whether and how you will proceed against this warning. If there is a works council in the company, you can contact them and ask them for support and mediation. Members of IG Metall also receive support from the office that is responsible for them.

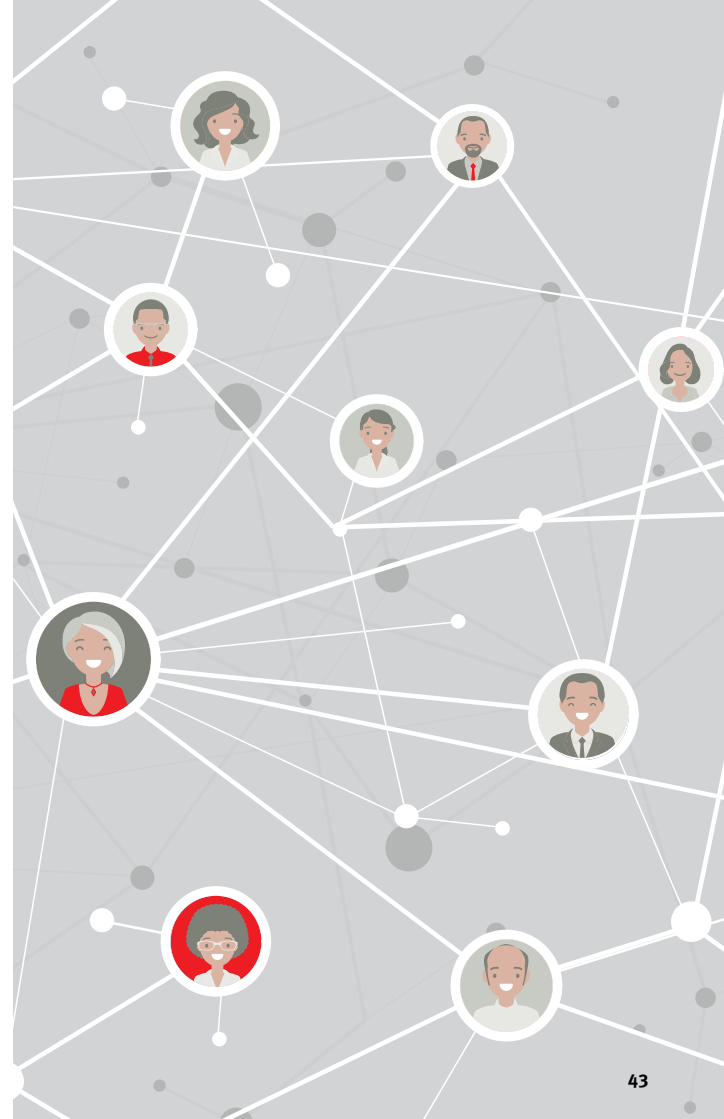
Warning strike

With warning strikes the trade union wants to put pressure on the employers during the collective agreement negotiation to meet their demands to shorten the collective agreement negotiations and to avoid a “real” strike. Members show that they stand behind their union’s demands. A warning strike

does not require a ballot. The union calls for this when the bodies responsible for collective agreement consider the negotiation opportunities to be exhausted. The warning strike is limited in time. The warning strikers do not receive strike support.

24 hour strikes

Companies that meet certain criteria can be put on all-day (24-hour) warning strikes, during which strike support is also paid, after the warning strike phase and before a possible ballot. These are a further development of the previous two-stage industrial action concept of IG Metall into a three-stage one and enable a more differentiated influence on collective agreements.



Working hours

Working hours are the time that you have to make available to the employer. Weekly working hours are negotiated between trade unions and employers' associations in most sectors and are agreed in collective agreements. In the collective agreements of IG Metall (metal and electrical industry), the 35-hour week is stipulated for the western collective bargaining areas and the 38-hour week for the eastern ones.

In companies where no collective agreement applies, working hours are often agreed in the employment contract. According to the Working Hours Act, far-reaching flexibility options are available. Up to 60 hours can be worked in individual weeks (six working days with ten hours per day), as long as the average maximum working time of eight hours per working day (48 hours per week) is not exceeded within a balancing period of six calendar months or 24 weeks.

The location and distribution of working hours, shift work and weekend work are regulated in collective agreements or company agreements. You can find out more about this from your works council.

Working time accounts

Accounts are kept in a working time account: The planned working time is compared with the actual working time. The following is settled within a mostly defined balancing period: Time credits are credited, missing hours are deducted and must be made up. Working time accounts have advantages: Employers use them to compensate for fluctuations in capacity, employees can use their plus hours flexibly for private purposes. With long-term working time accounts, for example, employees can save time credit for a sabbatical year; lifetime work accounts allow you to retire earlier.

Many companies have company agreements on how working time accounts are managed and what leeway employees have. You can find out more about this from your works council.



Works council

The works council represents the interests of employees in a company. It is elected by the workforce every four years and works closely with the trade union represented in the company.

A works council ensures that collective agreements and other regulations in favour of employees are observed. The employer must regularly inform the works council about the economic situation of the company.

The works council also has extensive co-determination rights, for example in the distribution of working hours, regulations on holiday times, classifications, health protection measures or training measures. It groups together the concerns of the employees and can further shape the working conditions in the company through voluntary company agreements that it negotiates with the employer.

The works council is also the mouthpiece of the workforce – and the employers also benefit from the ideas that the employees bring to the development of a company via the works council.

The works council can provide impetus for changes and innovations that are necessary for the progress of a company.

The works council can also have a say in personnel measures such as hiring and transfer. Very important: Before dismissing an employee, the employer must inform the works council of the reasons for the planned dismissal in the context of a hearing. A notice of termination given without hearing the works council is ineffective. In the event of an action for protection against dismissal, a well-founded objection by the works council can support the employee.

Works meeting

The works meeting is a meeting for all employees of a company and is convened by the works council, i.e. the works council invites the employees and determines the topics of the meeting. No one from the workforce may be prevented from participating. Attending the works meeting is working time.

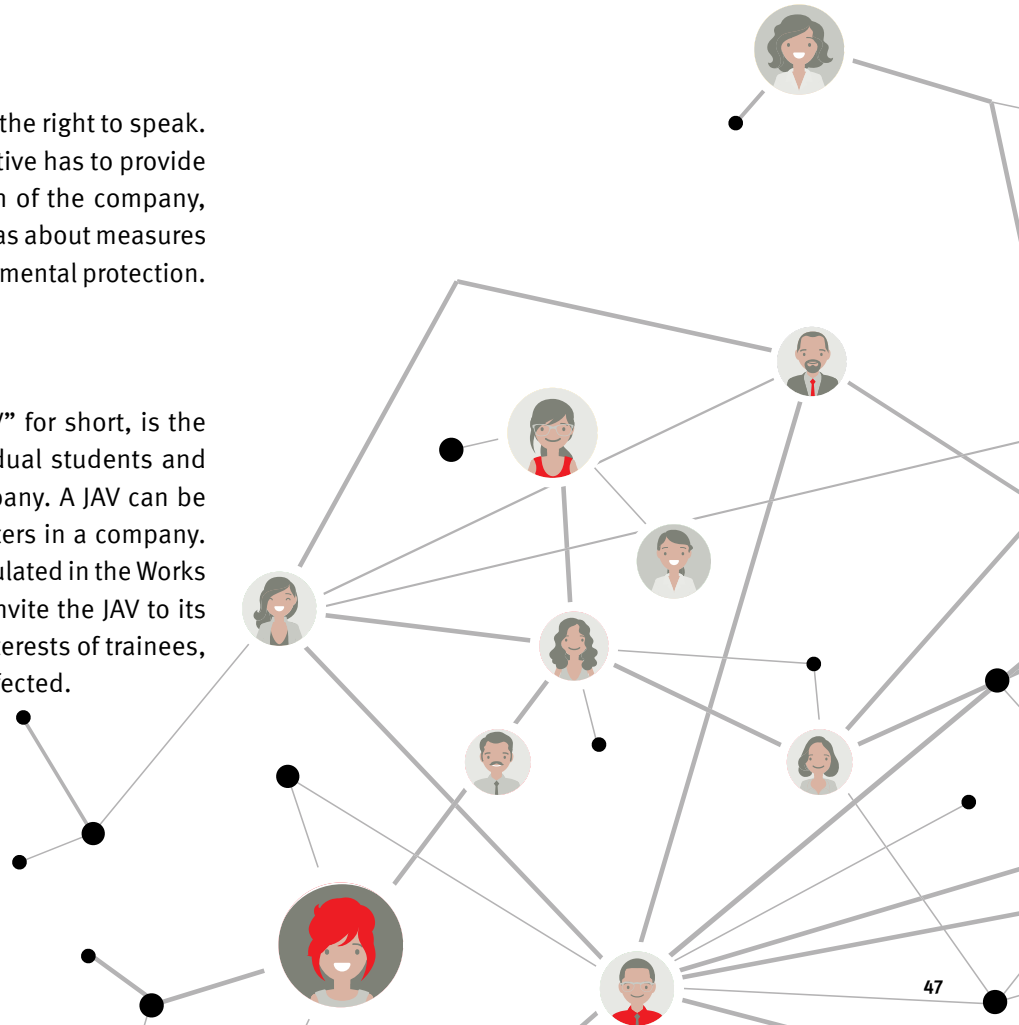
Works meetings are the forum where the works council reports on its activities. According to the Works Constitution Act, they must take place once every calendar quarter. The employer

must be invited to works meetings and has the right to speak. Once a year, the employer or its representative has to provide information: about the economic situation of the company, about personnel and social matters as well as about measures to promote equality, integration and environmental protection.

› Works council

Youth and trainee representative

The youth and trainee representative, “JAV” for short, is the elected representative of the trainees or dual students and the up to 18-year-old employees of a company. A JAV can be elected if there are at least five eligible voters in a company. The rights and obligations of the JAV are regulated in the Works Constitution Act. The works council must invite the JAV to its meetings and always involve them if the interests of trainees, dual students and young employees are affected.



WHO REPRESENTS MY INTERESTS?

1. IG Metall – strong thanks to its members

- ▶ ... improves your working conditions and your salary by means of binding collective agreements and represents the interests of employees in politics and society.
 - ▶ ... negotiates the collective agreements with the employees' associations and leads the collective agreement movements in the companies with its members.
 - ▶ ... advises, supports and informs its members through personal contact persons on site as well as with information about all aspects of the work – online as well as in flyers and brochures.
 - ▶ ... offers its members legal protection and competent legal advice in all labour and social law issues.
 - ▶ ... offers an extensive and largely free range of seminars for members and thereby also promotes their personal development. Childcare is often offered for the seminars.
 - ▶ ... advises, qualifies and supports works councils and maintains inter-company networks for the professional and industry-wide exchange of works councils. In this way, the works councils can take better care of the concerns of the employees.
- ▶ ... can have a say in corporate strategy and control the Board of directors within the framework of supervisory board mandates.
 - ▶ ... speaks in decision-making and advisory bodies of State and Federal politics for employees in the metal, IT and electrical industries.
 - ▶ ... influences economic policy decisions and contributes to ensuring job security for employees and future viability for sectors and regions.

IG Metall has more than 2.1 million members. Around 50,000 IG Metall shop stewards are IG Metall contact persons in companies and work on a voluntary basis for their colleagues.

2. The works council – elected by the workforce

- ▶ ... is your on-site contact person for all questions relating to your work – even if you are employed on a temporary basis or as a temporary worker.
- ▶ ... advises you competently on topics such as remuneration and remuneration development opportunities, working hours, training, part-time work and parental leave, transfer, warnings and termination.
- ▶ ... ensures that collective agreements and other regulations in favour of the employees are observed and supports the employees in asserting their interests.
- ▶ ... negotiates the company agreements on your working conditions: for example the classification, the specific working hours such as start, breaks and company holidays or occupational health and safety.
- ▶ ... has co-determination rights, for example in personnel measures such as hiring, classification, transfers or terminations, can initiate training measures in the company and must be comprehensively informed by the employer about all matters that fall within its area of responsibility. In this way, it can influence many decisions and developments in the company in the interests of the employees.

- ▶ ... is elected by employees every four years. You can visit it at any time during working hours without giving a reason.
- ▶ ... works closely with the trade union.

Around 46,000 works councils are members of IG Metall – 72 percent of the works councils in the organisational area of IG Metall.

3. The supervisory boards – Co-determination in the company

The employees elect their representatives from the workforce and IG Metall to the supervisory board. They have the task of monitoring the work of the Board of directors and helping to determine the corporate strategy. The majority on the supervisory board is held by the shareholders (except in the case of coal and steel co-determination). The representatives of IG Metall transfer their royalties from their supervisory board activities to the non-profit Hans Böckler Foundation.

WE ARE IG METALL

IG Metall – first and foremost: its members. We are workers, employees and students, we are engineers and IT experts, technicians and business people. We come from many sectors: the metal and electrical industry, the iron and steel industry, the textile and clothing industry, the wood and plastics industry and from 90 trades. Together we are more than 2.1 million members! This makes IG Metall the largest single trade union in the world. And strong enough to assert the interests of employees.

We create good work

Whether secure jobs, fair pay, more participation, the right to qualifications and development prospects, working hours that suit life, or a flexible start to retirement – none of this can be taken for granted. That is why the workforce organised in IG Metall and our committed works councils and shop stewards in the companies work tirelessly for more participation, justice and democracy. IG Metall negotiates collective agreements and advises its members on all work-related issues. It offers legal protection, support in labour disputes and a wide range

of opportunities for further training. And it ensures more co-determination in companies and businesses.

Working together for tomorrow

We are facing major challenges: Climate change, digitisation and globalisation are changing our world and our everyday lives. It is about a fundamental change, a profound transformation of our economy, our living and working environment. As a large industrial union in the centre of Europe, we are helping to shape these changes assertively and with confidence!

Solidarity and fairness

We are committed to a fair, democratic economic order in which people increase their prosperity together through good and meaningful work. In which they protect themselves against risks to life in solidarity, shape their working and living environment together and fight for a fair share of the value created. Fair distribution, equal opportunities for everyone, democracy in business and society and the free development of individuals

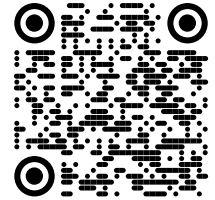


in an open society – these were and are our values. They will remain so in the future.

Keep what is tried and tested, create new things

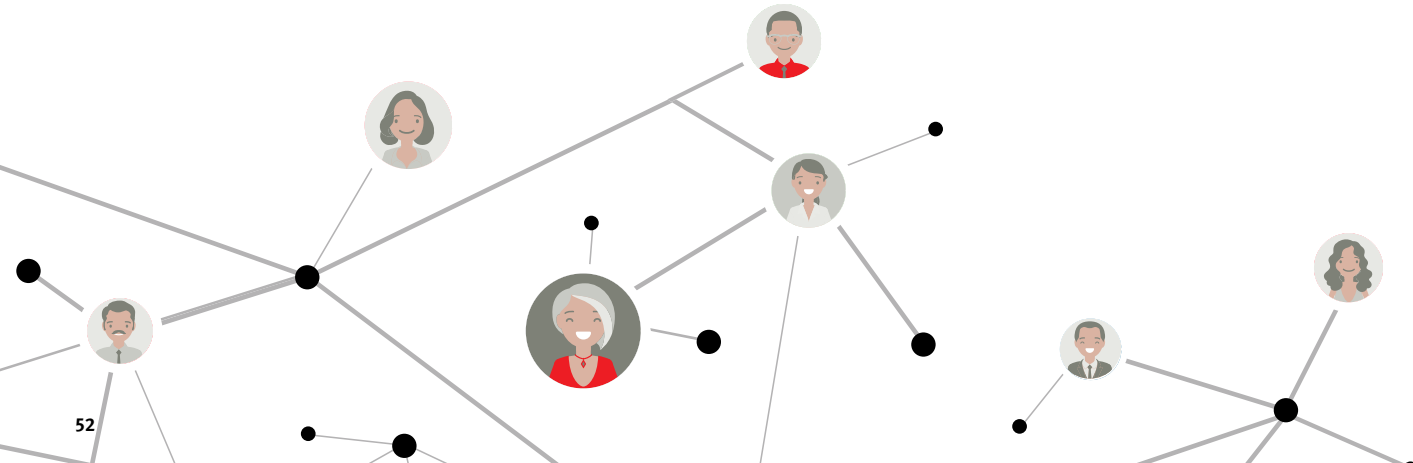
In order to achieve our goals, we need a strong organisation and the commitment of many. Our solidarity gives us strength. Those who organise in IG Metall have a say in shaping the future. On site, in the workplace and at the heart of society. IG Metall is a strong community. And every member makes us even stronger!

» **Online membership form:**
www.igmetall.de ›
Mitglied werden ›



PS:

The membership fee is one percent of your gross remuneration. IG Metall is an independent organisation and is financed exclusively by the contributions of its members. It uses these to improve the working and living conditions of its members. With your membership in IG Metall you make a contribution.



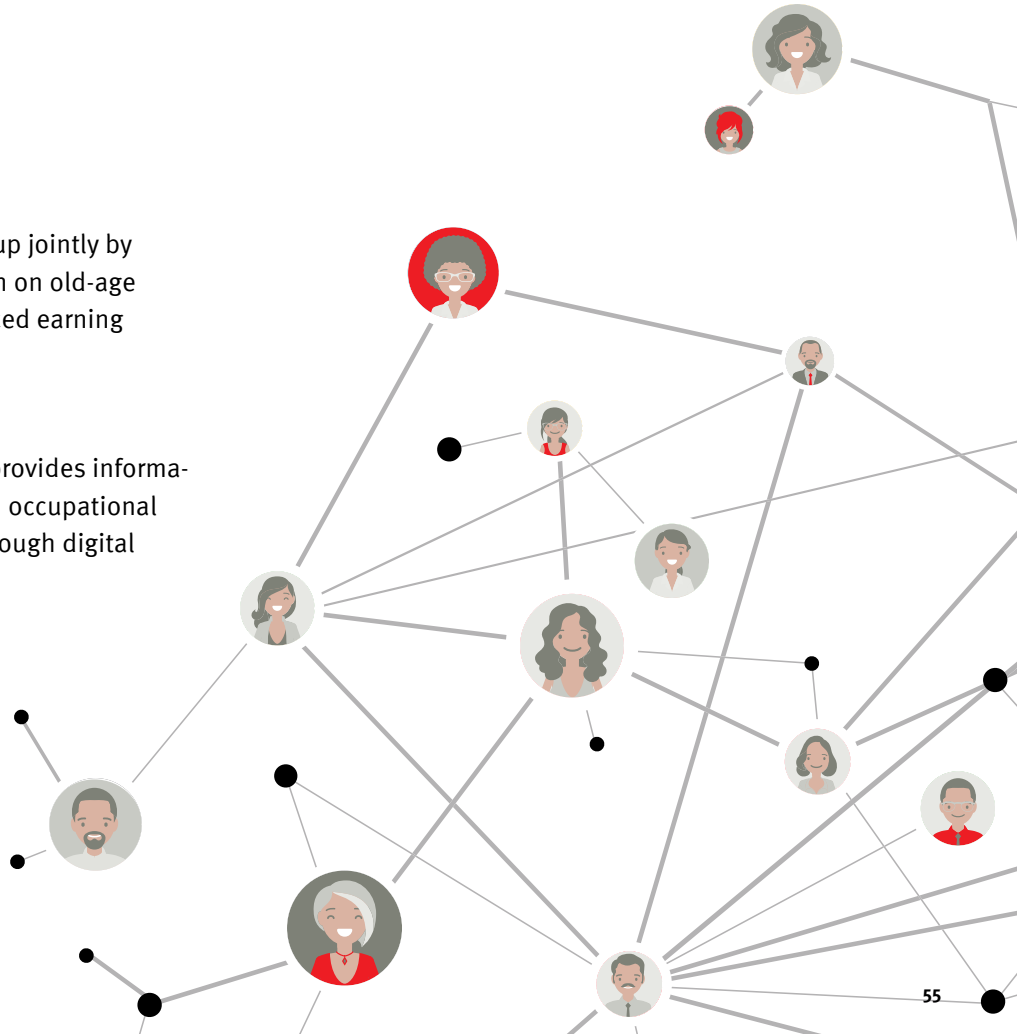


FURTHER INFORMATION

Online

- ▶ www.igmetall.de › English
Extensive information on labour and social law, co-determination, social and socio-political issues and the services of IG Metall
- ▶ www.igmetall.de › Tarif
Collective agreement information on current collective agreements, tariff tables for our sectors, collective agreement dictionary
- ▶ www.igmetall.de › Im Betrieb
Everything about co-determination, labour law, health protection – and how we enforce good work together with the employees
- ▶ www.itk-entgeltanalyse.igmetall.de/english
The current ITK salary survey includes over 42,000 validated data from 123 companies. This makes the ITK remuneration study the largest data survey in the ICT industry nationwide.
- ▶ www.faircrowd.work
Trade union information and exchange on crowd, app and platform-based work. Digital employees can network with each other and get advice from experts.
- ▶ www.lohnspiegel.de
The free wage and salary check provides information on over 500 occupations. Compare your salary in just a few steps and get a personal evaluation!
- ▶ www.wsi.de/en › WSI Collective Agreement Archive
The collective agreement archive of the Institute for Economic and Social Sciences in the Hans Böckler Foundation documents ongoing collective agreement negotiation and evaluates it scientifically.

- ▶ www.metallrente.de
MetallRente is the pension scheme set up jointly by IG Metall and Gesamtmetall. Information on old-age provision, occupational disability, reduced earning capacity and care.
- ▶ www.job-futuomat.iab.de/en
After entering a job, the Job-Futuomat provides information on the basis of research results and occupational data on the potential for automation through digital technologies in Germany.
- ▶ www.werkzeugkoffer.igmetall.de
Compact information on topics related to work and society “from A to Z”



Brochures and flyers

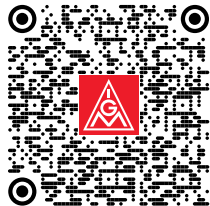
- ▶ **BETTER WITH A COLLECTIVE AGREEMENT**
What collective agreements offer you
- ▶ **GUIDE FOR EMPLOYEES**
Useful information about your employment relationship
- ▶ **SALARIES FOR ENGINEERS**
Current information on the salary groups in your region
- ▶ **A LITTLE FORAY INTO BIG LAWS**
Find out more about the world of work

Source: Contact your IG Metall shop steward or the IG Metall office at your place of residence or near you.

>> IG Metall on site:

www.igmetall.de > Über uns >

IG Metall vor Ort > Geschäftsstellensuche



PS: Those active in IG Metall can also obtain all brochures via the extranet.

For members: Online services on the IG Metall website

In the service centre on the IG Metall website, members can change their contact details online, download their contribution receipt as a PDF document and apply for strike pay. The newsletter subscription and the user account settings can also be managed there. Members can register at www.igmetall.de with their account access data in the service centre. Members who do not yet have access can register in just a few steps with their membership number and their date of birth.



Legal notice

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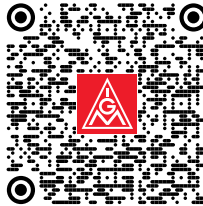
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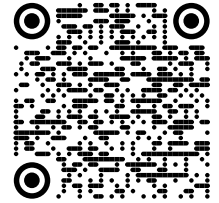
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