



A warm welcome to GIZ

An introduction to GIZ's service packages for employees inside and outside Germany

We are delighted that you have shown an interest in working for the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. On the following pages, we will explain some things you need to know about GIZ's package of services for employees

What is special about our work is the fact that our staff support change processes inside our partner countries. They are actively involved in delivering advice to governments and ministries. Biodiversity, water, good governance, education, financial systems development, development-oriented emergency and transitional aid, and much more besides: the wide range of fields in which GIZ operates allows you to continuously develop your skills, and also gain experience in new areas.

The Academy for International Cooperation (AIZ) is GIZ's training centre for international human resources development and offers a range of different courses. Before you leave Germany to take up an assignment in a partner country, we provide you with an induction comprising comprehensive modules on the country and culture as well as language classes and familiarisation with GIZ's expertise. Quite apart from the great diversity of tasks and freedom to make your own decisions and take action, GIZ also offers the chance to combine professional and family commitments. For assignments outside Germany in particular, it's important for us that your family is involved.

GIZ specialises in working in different cultural contexts. We offer you an attractive service package.

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Services for employees working in Germany

Below you will find information about the elements of our service package for staff working in Germany. This refers to all employees engaged in our various offices around Germany.

Basic remuneration

GIZ's remuneration system is subject to the Collective Agreement on Remuneration as well as the supplementary agreements covering the company as a whole. The system is structured according to job categories, some of which fall under the purview of the collective bargaining agreement and some of which do not, and is defined in terms of salary bands. The level of the basic remuneration and the categorisation in the salary structure take into consideration an employee's existing skills and experience, as well as the requirements of the job they perform. The annual basic remuneration is paid in 13 instalments, with the 13th instalment being transferred in November of each year. Your salary development depends both on an assessment of your overall performance, and on collective bargaining agreements.

In addition, you also have the option of being paid a **variable remuneration** in June. This variable instalment recognises the achievement of targets agreed on a voluntary basis at the annual staff assessment and development talk.

Employee savings schemes

After you have spent six months with the company, GIZ gives you the option of partaking in an employee savings scheme, in accordance with the collective bargaining agreement. Those in part-time employment, working at least 20 hours per week on a regular basis, are entitled to proportionate contributions to a savings scheme. This is measured in terms of the ratio between your contractual working time and the collectively agreed working time. The savings contributions are paid for each full calendar month for which you are entitled to a salary. To benefit from the employee savings scheme, please get in touch with your own institute/bank and submit the applications to your salary officer.

Relocation

If you need to move home in order to take up your position with GIZ, please get in touch with us. Any relocation costs incurred in this regard will be reimbursed in accordance with our guidelines on relocation costs. In addition, we offer the option of a separation allowance if you need to maintain two households. You can find out about specific entitlements during your contract negotiation.



Working time & annual leave

GIZ allows you to **manage your working time flexibly**, as regulated under the employer/staff council agreement on annual working time and long-term working time accounts. A distinction is made between trust-based working hours and recorded working time. The annual working time amounts to 2,028 hours, equivalent to an average of 39 hours per week. To compensate for the accumulation of time credit, all staff are entitled to take one day off in lieu per month (compensatory day off). These days may be 'pooled' and up to three compensatory days off can be taken together in one quarter. If the additional time worked cannot be compensated for through the flexible annual working time or through further flexible working time arrangements, and if you are employed for a period of at least three years, you have the chance to credit these hours to a **long-term working time account**. With such an account, working hours can be accumulated and used to obtain a period of work release. This release (sabbatical) must be taken within the contract term. With its employer/staff council agreement on flexibilisation of working hours and locations, GIZ has also introduced **mobile working**. This gives you greater flexibility with regard to arranging working hours and locations within the rules laid down in the above agreement.

GIZ also offers **various models of part-time work**. These models relate to the amount of time worked expressed as a

certain percentage of the full working time and the distribution of the part-time hours across the days of the week. With consideration for your personal situation, and taking the needs of the company into account, an appropriate part-time model can be agreed with you. The organisation of working time is discussed between employees and their manager and documented in the time recording system. The collectively agreed period of annual leave for employees is of 30 working days, based on 12 full months of employment and a five-day week. This leave can be taken up to 31 October in the following year.

For an agreed part-time position with fewer than five working days per week, this entitlement is reduced accordingly. Additionally, you may also take five days of **training leave**, as agreed in law and by the company.

Family and career

GIZ upholds family-friendly human resources policies and has repeatedly been certified as a family-friendly company by the non-profit Hertie Foundation. It is not always easy to balance family commitments with the demands of your job. This is true not only of positions inside Germany, but also of field assignments in international cooperation which require a particularly high degree of flexibility and mobility on the part of employees and their families.

As well as the flexible working hours and the various opportunities for part-time work, at our offices in Bonn and Eschborn it is also possible to leave your child in the care of our in-house kindergartens. If your own childcare arrangements fall through once in a while, you can make use of our parent-child offices in Berlin, Bonn and Eschborn. These are equipped with a workplace as well as a play corner for your child. Parents with small children receive support in planning and conducting business trips. If additional childcare is needed, any extra costs incurred will be covered by GIZ.

To support your **work-life balance**, GIZ offers a number of services to help you better reconcile your professional and private needs (e.g. health-related courses, seminars, e-learning, massages).

Travelling to work

If you drive to work in a car, at our Bonn and Eschborn offices we provide you with **parking facilities** in our underground car parks. If you choose to make use of these facilities, please register your vehicle with the In-House Service

Centre. At our Berlin office, space in the underground car park is unfortunately very limited so we recommend the use of public transport instead. In Berlin, Bonn and Eschborn alike, GIZ provides financial assistance for public transport costs. Furthermore, in Eschborn we offer employees a subsidised travel pass in the form of a 'Jobticket'. We also have stands for bicycles.

Preparation and training

To help you get off to a good start in your work with GIZ, we give you a preparation course. As well as preparing you thoroughly to carry out your job, this is also a chance for you to familiarise yourself with the company, its fields of activity and corporate policy. Employees also have the opportunity to attend internal and external training courses. You can discuss these with your manager and make a note of them in



your **preparation plan**.

Health and staff support

As an internationally active company, we want to ensure that our staff feel not only well looked after but also safe and secure. Our offices in Bonn and Eschborn run Medical Services that are available to you for emergencies during working hours. Likewise, there is also the Corporate Security Unit, which you can consult in certain situations.

GIZ has a **group accident insurance** scheme for all our employees, both inside and outside Germany. This covers accidents at work and in the private sphere and provides 24-hour cover in the case of death or invalidity. It is possible to supplement this cover at your own cost. You can also co-insure family members at the same rate. The respective insurance premiums are withheld from your salary payments.

In line with legal stipulations, **salary payments in the event of illness** will continue for up to 42 days, provided the employment relationship has existed uninterrupted for at least

four weeks. According to paragraph 16 of the Collective Bargaining Agreement, for the remainder of the time you are incapable of working you will receive a payment supplementary to your sickness or injury benefit, amounting to the difference between the gross benefit sum and your usual net salary entitlement. In the event that your salary payments cease, you will receive a letter from the time recording system informing you of how to apply for the supplement.

If you are not yet a member of the German social security system, we will gladly assist you with the registration process.

Business trips

In the Bonn and Eschborn offices there are **travel agencies** for GIZ staff, which are managed by the service provider American Express Global Business Travel (GBT). The travel agency is there to provide advice, planning and reservations for your travel needs. Its services for employees working in Germany include, for example, business trips to other GIZ locations inside Germany or abroad. The contact details for these colleagues can subsequently be found on the intranet by searching for the keyword 'travel agency'. If your work with us increasingly involves business trips, our Medical Services are available to you for advice and preliminary check-ups. On request, you can obtain a **first-aid kit**. This is designed as a one-off item of personal equipment, which is only intended for use during official travel. You can obtain medicines that are specifically required for a particular country from the Medical Services in Bonn or Eschborn. These also offer replacements for medicines and materials that have been used up or are out of date.



Once you are an employee, you will also find an online tool on the intranet, called 'Preparing for an official trip', which provides practical advice on travel preparations. Likewise, the Corporate Security Unit uses the intranet to regularly share safety and security advice and travel warnings with employees.

Company pension

As a company, we want to guarantee our employees' long-term provisions for their old age. As such, we continue to observe our social responsibility to our employees and contribute significantly to their ability to enjoy their current standard of living after their retirement and provide their families with adequate security. The new company pension scheme takes the form of a system of contributions to a provident fund, and consists of annual pension entitlement credits, the value of which depends on the respective annual income.

In future, from salary band 3, GIZ will pay an employer's social security contribution of 6.9%, with the employee's share set at 0.8%. Those employed in salary bands 1 and 2 pay a share of 0.4% and receive an employer's contribution of 7.3%. Entitlements to retirement benefits which accrue from the employer's contributions up to the moment you leave our employment become vested after a twelve-month period of employment. Retirement benefits derived from the employee's contributions are vested with immediate effect.

Services for employees working outside Germany

Below you will find information about the elements of our service package for staff working outside Germany.

Basic remuneration

GIZ's remuneration system is subject to the Collective Agreement on Remuneration as well as the supplementary agreements covering the company as a whole. The system is structured according to job categories, some of which fall under the purview of the collective bargaining agreement and some of which do not, and is defined in terms of salary bands. The level of the basic remuneration and the categorisation in the salary structure take into consideration an employee's existing skills and experience, as well as the requirements of the job they perform. The annual basic remuneration is paid in 13 instalments, with the 13th instalment being transferred in November of each year. Your salary development depends both on an assessment of your overall performance, and on collective bargaining agreements.

In addition, you also have the option of being paid a **variable remuneration**. This variable instalment recognises the achievement of targets agreed on a voluntary basis at the annual staff assessment and development talk.

Foreign allowance

For the duration of your assignment abroad, you will receive a foreign allowance in addition to your basic salary. This is intended to compensate for the additional expenses of an assignment abroad. The foreign allowance applies from the first day after arriving in the country of assignment. This entitlement exists only as long as you are actually working at the place of assignment. The amount of the foreign allowance is based on the country levels used for international supplements for places of employment. The allocation of countries to these levels is determined by the German Federal Foreign Office and the German Federal Ministry of the Interior, and is based on the 20 zone levels of the Federal German system. For part-time employment, a percentage of the foreign allowance is paid, commensurate with the level of employment.

The foreign allowance is paid together with the salary and is adapted according to any changes. If you are unable to draw child allowances or similar payments, you can receive a

monthly child supplement to the foreign allowance for each accompanying child.

Purchasing power adjustment

Due to fluctuating foreign exchange rates, living costs in our countries of assignment can be higher or lower than in Germany. For the placement of seconded experts, these differences in purchasing power are compensated for by a mechanism known as the purchasing power adjustment. The adjustment is determined using figures specified by the German Federal Foreign Office. It is based on the location of the relevant German mission abroad and applies to the latter's entire official consular district. The purchasing power adjustment is applied insofar as the seconded expert receives a foreign allowance. The calculation of the adjustment is based on the combined sum of the basic remuneration and the foreign allowance. The combined sum is halved and then multiplied by the current percentage rate of the applicable purchasing power adjustment. The purchasing power adjustment is paid automatically with the salary, and automatically adapted to any changes.

Taxes while on an assignment abroad

We will address the subject of taxes during the recruitment process, and will inform you about the circumstances in your country of assignment.

Secondment

GIZ submits aWhether you will be employed by GIZ with German social security liability in your assignment abroad depends on your assignment country, your form of contract and your basic connection to the German social security system. Should GIZ not be able to employ you abroad with compulsory German social insurance within the scope of your contribution and reporting obligations on the basis of the current social insurance regulations, you have the option, if you meet the requirements, to continue to be insured under the statutory pension and compulsory unemployment insurance on application. Furthermore, you can insure yourself worldwide through our group contract with Hallesche Krankenversicherung. You will receive the usual employer's allowance for the individual social insurance branches via a monthly social insurance lump sum. This allowance also gives you the option of insuring yourself elsewhere.

If, based on our assessment, you can be posted with German social insurance coverage, we will submit an application to the responsible carrier on your behalf. If this is confirmed, we will pay contributions to the possible social security branches for you.

Accompanying partners (MAPs)

Helping seconded staff to combine their career with family and care responsibilities is particularly important to us. We know that supporting families is often crucial to someone's decision to accept an assignment abroad. GIZ therefore supports partners with making preparations and overcoming any obstacles before, during and after their outward journey, ensuring that their experience abroad is a positive one. The MAP Desk is the core of our information and support services in relation to employment and benefits.

Are you an MAP? Would you like further information? Please contact the MAP Desk by emailing map@giz.de.

Working time & annual leave

GIZ allows you to **manage your working time flexibly**, as regulated under the employer/staff council agreement on annual working time and long-term working time accounts. A distinction is made between trust-based working hours and recorded working time. The annual working time amounts to 2,028 hours, equivalent to an average of 39 hours per week. To compensate for the accumulation of time credit, all staff are entitled to take one day off in lieu per month (compensatory day off). These days may be 'pooled' and up to three compensatory days off can be taken together in one quarter. If the additional time worked cannot be compensated for through the flexible annual working time or through further flexible working time arrangements, and if you are employed for a period of at least three years or have a permanent contract, you have the chance to credit these hours to a **long-term working time account**. With such an account, working hours can be accumulated and the credit can be used to obtain a period of work release. This release (sabbatical) must be taken within the contract term.

GIZ also offers various models of part-time work. These models relate to the amount of time worked expressed as a certain percentage of the full working time and the distribution of the part-time hours across the days of the week. With consideration for the employee's personal situation, and taking the needs of the company into account, an appropriate part-time model can be agreed. The organisation of working

time is discussed between employees and their manager and documented in the time recording system.

When an employee works a regular five-day week, the collectively agreed **period of leave** amounts to 30 working days per calendar year, based on 12 full months of employment. This leave can be taken up to 31 October in the following year. For an agreed part-time position with fewer than five working days per week, this entitlement is reduced accordingly. Depending on the country of your assignment, you may be entitled to **additional days of leave**. National holidays also apply. The local country offices may also determine further days as being generally work-free. Furthermore, you may apply for two days of special leave if you have to move home for company reasons.

For each full year of local residence in your place of work, you receive an allowance for yourself and for any entitled family members to cover the cost of outward and return flights for **home leave**. The amount of this allowance is determined by the company for each calendar year. It may be calculated as a gross flat-rate sum, or refunded net against proof of expenses up to the amount of the flat-rate sum. For a net payment you must submit original copies of your receipts to our travel agency.

Preparation and training

To help you familiarise yourself with GIZ, you will undergo a preparation course. As well as preparing you thoroughly to carry out your job, this is also a chance for you to get to know the company, its fields of activity and corporate policy. We would also like to give you some initial insights into the situation in your country of assignment. Employees also have the opportunity to attend internal and external training courses. You can discuss these according to your needs with your manager and make a note of them in your **preparation plan**. As a part of your preparation for assignments abroad, you can attend a number of courses together with your accompanying partner, including language classes and seminars about the new country. GIZ has developed a special approach to its training that also helps accompanying partners to prepare for the special challenges and issues to be faced. Moreover, the courses prepare parents for travelling with their children and use play to help children themselves to prepare for the new life.

Transfer

For all expenses directly related to your transfer to the country of assignment (outward journey) and return to the place of residence in Germany (homeward journey), you receive a **lump-sum allowance** which comprises the lump-sum transport allowance and the lump-sum removal allowance. The lump-sum allowances are calculated based on the term of the contract, the country of assignment and the number of people entitled to the transfer.

If you incur more costs in connection with your departure, we will provide a contractually agreed **advance** on the lump-sum removal allowance.

If you need to spend time in a hotel during the first days, you can apply for a **hotel cost subsidy**. This is available starting from the second night of your stay, whereas accommodation costs for the first night are covered by the aforementioned lump-sum allowance. This rule applies to both full-time and part-time employees. As soon as you have found a permanent home in the country of your assignment, you can apply for a **rent subsidy**. If the conditions listed in section 11 of the Collective Agreement on Remuneration are met, this subsidy is calculated using a variable percentage of the difference between your own share of the rent, equal to 18% of your basic remuneration, and the rental price of the unfurnished accommodation. Calculation: 18% of your basic remuneration (minus) rental price of the unfurnished accommodation = difference. In locations where GIZ provides accommodation for security reasons, we withhold a certain amount to cover this provision.

If you make use of an estate agent to search for a home, we offer a one-off provision to cover the related fees. You can subsequently claim any **fees paid to the agent** by presenting the original invoice to the HR Services Division. This is settled through your expenses claim. If you need to pay fees to conclude the rental contract, you can claim these in your respective country office on presentation of the invoice.

If you need to maintain two households, you will receive a **foreign separation allowance**. It does not count as running two households if your partner travels with you and you simply retain your previous home but do not use it as your main family residence.

Each country of assignment has its own specific characteristics and procedures with regard to passports and visas. You will receive support for the necessary administrative steps from our internal passports and visa desk, and from your

contact person in the Human Resources Department. We will also promptly register you locally as our employee. For this we just need a copy of your CV in the respective official



language. Once you are in the country, please register with your relevant embassy.

Relocation Service

GIZ also supports you when relocating abroad due to work. In particular, support services are aimed at getting you acquainted with your new work location, finding accommodation and settling in. The **Relocation Service** can be found in a module catalogue and can be booked according to individual requirements. All staff covered by the GIZ **Collective Bargaining Agreement (MTV)** are eligible to have the cost of relocation services paid for by GIZ in the form of a voucher. The value of the voucher is based on the employee group and family situation. If you are not eligible for a voucher or the services required exceed the value of the voucher, private bookings in line with the conditions specified in the module catalogue and the negotiated prices can be made at any time.

Accompanying children

In line with our support for ensuring a work-life balance, you can receive a subsidy for the care of children from the age of one up to the time at which they turn six. For more information about this, you should contact our Social Affairs Division. Alternatively, you are entitled to a **school allowance** for each of your accompanying children aged between four and 21 who need to attend a fee-paying school during your assignment abroad. The institution in question must be a general education school up to a level that corresponds to the *Abitur* (pre-university final school examination in Germany). If all the conditions are met and the eligible costs are recognised, you will receive an allowance of 92.5%.

Staff support, safety and security

Before you can take up your assignment abroad, GIZ requires that you successfully complete a **preliminary medical examination**. The preliminary examination and medical check-up for you and your accompanying family will include detailed advice on preventive measures, vaccinations and such like. It should be repeated regularly every three years, or whenever you are relocated to undertake a new assignment abroad. The first follow-up examination after a hiring examination should take place after 2 years and applies for all employees.

GIZ has a **group accident insurance scheme** for all our employees, both inside and outside Germany. This covers accidents at work and in the private sphere and provides 24-hour cover in the case of death or invalidity. It is possible to supplement this cover at your own cost.

GIZ also has a **Corporate Security Unit** with offices in Bonn and Eschborn. This coordinates crisis management activities during acute crises, emergencies and disasters in foreign countries. In all of the country offices, there are also designated security and crisis officers who work closely with their colleagues in Germany.

In the event of severe accidents or serious diseases, where there is inadequate medical care in the partner country, Medical Services will decide, in consultation with the doctor involved, whether it is necessary to repatriate the employee in question, or if an **air rescue** is needed. GIZ employees and their accompanying family members are covered by a repatriation insurance policy with Allianz, which includes the costs of emergency transportation.

In assignment locations with **high levels of air pollution**, it is recommended that sleeping quarters be equipped with air purification devices as a preventive measure. By preference, therefore, you should rent appropriately equipped accommodation.

If you leave GIZ at the end of your foreign assignment lasting 12 months or more and initially find yourself unemployed, GIZ will pay you a **transitional allowance, provided you meet the eligibility criteria**. This allowance is intended to provide financial support during your reintegration into the labour market.

Business trips

In the Bonn and Eschborn offices there are **travel agencies** for GIZ staff, which are managed by the service provider American Express Global Business Travel (GBT). The travel agency is there to provide advice, planning and reservations for your travel needs. The contact details for these colleagues can be found on the intranet by searching for the keyword 'travel agency'.

Once you are an employee, you will also find an online tool on the intranet, called 'Preparing for an official trip', which provides practical advice on travel preparations. Likewise, the Corporate Security Unit uses the intranet to regularly share safety and security advice and travel warnings with employees.

Company pension

As a company, we want to guarantee our employees' long-term provisions for their old age. As such, we continue to observe our social responsibility to our employees and contribute significantly to their ability to enjoy their current standard of living after their retirement and provide their families with adequate security. The new company pension scheme takes the form of a system of contributions to a provident fund, and consists of annual pension entitlement credits, the value of which depends on the respective annual income.

In future, from salary band 3, GIZ will pay an employer's social security contribution of 6.9%, with the employee's share set at 0.8%.

Those employed in salary bands 1 and 2 pay a share of 0.4 % and receive an employer's contribution of 7.3%. Entitlements to retirement benefits which accrue from the employer's contributions up to the moment you leave our employment become vested after a twelve-month period of employment. Retirement benefits derived from the employee's contributions are vested with immediate effect.

Assignments in locations with a fragile context

As a federal enterprise for international cooperation in the field of sustainable development, GIZ is also active in countries with a fragile context. In such locations, the company usually employs special risk managers whose job is to constantly assess the local threats and carry out appropriate measures to increase the employees' safety and security. With the Collective Agreement on Assignment Conditions in Fragile Contexts, GIZ also provides a reliable, calculable and

transparent basis for **assignments in countries with fragile contexts**. The benefits are based on the five scenarios of fragility. These have been developed to reflect the different conditions in place in the respective assignment locations. The scope to respond quickly and act appropriately in the event of a crisis (e.g. switch to a different assignment location) is also created.

Detailed information on the fragility scenarios and the associated benefits can be found, inter alia, in the Guidelines to the Collective Agreement on Assignment Conditions in Fragile Contexts, the FAQs and the collective agreement on the intranet.

The designation as a location with a fragile context is regularly assessed by the country office and the risk managers on the ground, in cooperation with the Corporate Security Unit. Before travelling to a location with a fragile context, new employees are required to complete a course of safety and security training and, depending on the country in question, may be required to complete additional preparation courses.

Further information

Your first days at GIZ

As an employee of GIZ you will have access to the **in-house intranet** from your first day at work. This has a clearly defined structure and contains a wealth of information about the company itself, its divisions and departments, as well as GIZ's rules and regulations. It also provides helpful and useful links and documents for your daily work.

On the intranet, GIZ has also set up the '**Employee Self Service System (ESS)**'. This not only provides access to important in-house systems, such as '**Urlaub-online**', **electronic time recording**, '**Fobi-Online**' and **SAP Travel Management**, but is also designed to help you maintain your personal data easily and to download important documents (e.g. salary statements, emergency address).

On their first day, GIZ employees are given a **company ID**. You will need this to gain entry to GIZ buildings and the underground car parks. You can collect your company ID from the In-House Service Centre on your first day. You can also use it to buy food in the company canteen. In the Bonn and Eschborn offices, you can load the chip card with money for payments at the canteen checkout. In GIZ offices with a canteen, a food allowance is granted directly when paying at the cash till. GIZ does not have a canteen in its Berlin office. Instead, you receive a monthly food allowance.



Published by:
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 36 + 40
53113 Bonn
T: +49 228 44 60-0
F +49 228 4460-17 66

Dag-Hammarskjöld-Weg 1-5
65760 Eschborn
T +49 6196 79-0
F +49 6196 79-11 15

E bewerbung@giz.de
I www.giz.de/jobs Location and year of publication: Eschborn 2020

Author/responsible/editor:
Recruitment and Follow-on Assignments Division, Bonn and Eschborn
bewerbung@giz.de

URL links: www.giz.de/jobs

GIZ is responsible for the content of this publication.