



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.

Services for employees working in Germany

Below you will find information about the pecuniary 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. This applies if it is unreasonable to commute from your current place of residence on a daily basis. 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. Overtime can be reduced through one flexiday each month. 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.

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. We also have parking spaces for bicycles.

Preparation and training

To help you get off to a good start in your work with GIZ, we give you an individual preparation course lasting one or two weeks. 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 will continue for up to 42 days in the event of illness, 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.

Official travel

In the Bonn and Eschborn offices there are **travel agencies** for GIZ staff, which are managed by the service providers BCD Travel Germany GmbH (BCD Travel). 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, official travel 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 official travel, 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 pecuniary 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.

The countries or regions

in which CTO (compensated time off) regulations apply are automatically assigned to level 20. For part-time employment, a percentage of the foreign allowance is paid, commensurate with the level of employment.

When working under exceptionally challenging conditions, GIZ will pay you a ‘danger supplement’ in addition to the foreign allowance, for a limited duration. This is paid from the moment determined by the Federal Foreign Office. Please note that this supplement is only paid for days actually spent in the country of assignment.

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. Where relevant, the basic remuneration and the foreign allowance are adjusted accordingly. 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 particular circumstances in your respective country of assignment.

Secondment

GIZ submits an ‘application to remain in the German social security system’ to your respective health insurance scheme. It is not GIZ, but rather the collecting agency responsible for your social security contributions – i.e. your statutory health insurance scheme – that decides whether or not you count as ‘seconded’ or ‘not seconded’ in terms of the social security system, and the extent to which you may be exempt from statutory insurance payments.

For employees who are not part of a statutory health insurance scheme (privately insured persons), this is the Allgemeine Ortskrankenkasse Hessen (AOK). In some cases, therefore, GIZ’s statutory social insurance provisions may be corrected by the relevant collecting agency. If the relevant health insurance scheme does not confirm the seconded status, we can make a contractual agreement with you regarding a flat-rate social security payment. This flat-rate payment provides blanket coverage of all your social security expenses. You agree to take out an appropriate insurance policy that ensures adequate coverage, especially for health insurance.

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. Overtime can be reduced through one flexiday each month. 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.

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. 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. 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 in your first days with the company, we give you an individual preparation course lasting between four and eight weeks. 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 expenses related to your transfer, you receive a lump-sum allowance for outward and homeward journeys. If you

incur more costs in connection with your departure, we will be happy to provide a contractually agreed, tax-free and interest-free advance on the outward travel lump sum, which is paid to you at the end of the first month of your contract.



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 outward travel lump sum. 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. The outward flight for you and your family will also be booked by us, and we will 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 services 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 two years, or whenever you are relocated to undertake a new assignment abroad.



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.

In CTO (compensated time off) countries or regions, you can apply for the reimbursement of your premiums for a private supplement to the group accident insurance scheme.

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. For us to stay constantly up-to-

date in this respect, we also need your help. Please contact your country director as well as the Corporate Security Unit in confidentiality about any incidents affecting you personally, or which you hear about in general.

In the event of severe accidents or serious diseases, where there is inadequate medical care in the partner country, you must get in touch with Medical Services. In consultation with the doctor involved, they will decide 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 no accommodation is available with air purification devices, country offices can provide mobile devices for use

in the permanent sleeping quarters of employees and their accompanying family members. Maintenance of these devices is organised by the country office and the costs charged to the project.

Following an assignment abroad lasting 12 months or more, you are entitled, on production of proof, to receive a **transitional allowance** for up to five months, which is intended to provide financial support during your reintegration into the German labour market. This is dependent on the length of time you spent living in the partner country. The German Federal Employment Agency can provide employees resident in Germany with the necessary evidence of their efforts to find employment.

Those employees whose place of residence is outside Germany must present a certificate from a corresponding foreign institution.



Official travel

In the Bonn and Eschborn offices there are **travel agencies** for GIZ staff, which are managed by the service providers BCD Travel Germany GmbH (BCD Travel). The travel agency is there to provide advice, planning and reservations for your travel needs. The contact details for these colleagues can subsequently 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 crisis-affected regions

As a federal enterprise for international cooperation in the field of sustainable development, GIZ is also active in areas affected by disasters and crises, as well as in countries that are subject to extreme political tensions and present a constant threat to life and limb. 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. On the decision of the Labour Relations Director, some of the more extreme locations are designated as CTO locations (compensated time off). Country-specific CTO rules apply in such cases, which require additional mandatory recovery periods during an assignment. These are derived from the accumulation of flexidays and additional travel days. In line with the CTO travel regulations, the additional travel and accommodation expenses incurred are reimbursed by the local country office.

CTO assignments or regular official travel to a CTO location also entitle employees to supplement their group accident insurance scheme with the costs to be reimbursed by the company.

The designation as a CTO location 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 CTO location, 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.

For assignments in Afghanistan, additional regulations also apply (CTO2 freedoms) due to the lack of opportunities for recreational activities.

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'. This not only provides access to important in-house systems, such as 'Urlaub-online', '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, including 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. GIZ does not have a canteen in its Berlin office. Instead, you receive a monthly food allowance worth EUR 30.00



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