

# Mini-Jobs



Kommunales  
Integrationszentrum  
**Münster**

STADT  MÜNSTER

Koordinierungsstelle für Migration  
und Interkulturelle Angelegenheiten

Although utmost care has been taken to ensure that the information in this booklet is correct and up to date, please note that printing errors can occur or that legislation may be changed at short notice. Therefore, it is not possible to provide any guarantees regarding the accuracy of the information presented in this booklet.

The original text was written by:

Ingeborg Heinze (Law), Christel Steylaers (Political Science), the *Gleichstellungsbeauftragte der Stadt Remscheid für die Bundesarbeitsgemeinschaft kommunaler Frauenbüros und Gleichstellungsstellen (BAG)*, Berlin and with kind support from Reinhild Eberhardt from the *Versicherungsamt Remscheid*.

Reprinting or publication on the internet, in whole or in part, is only permitted with the consent of the *Bundesarbeitsgemeinschaft kommunaler Frauenbüros und Gleichstellungsstellen (BAG)*.

The original German text of this booklet was written according to Easy-to-Read standards, by the Easy-To-Read Office “**Leicht ist klar**”.

[www.leicht-ist-klar.de](http://www.leicht-ist-klar.de)

*The original German text was approved by:*

Nina Rademacher und Daniel Lederer

The Easy-to-Read pictures are by:

© Lebenshilfe für Menschen mit geistiger Behinderung Bremen e.V.,  
Illustrator Stefan Albers, Atelier Fleetinsel, 2013

The European Easy-to-Read logo is by:

© European Easy-to-Read Logo: Inclusion Europe

**Publisher:**

**Kommunales Integrationszentrum** in the *Koordinierungsstelle für Migration und Interkulturelle Angelegenheiten*, of the City of Münster in cooperation with the **Frauenbüro** and the **Jobcenter** of the City of Münster and **Frauen & Beruf** in the *FrauenForum e. V.* and with support from the **GGUA e.V.**

Cover design: Anja Räther, *Frauenbüro* of the City of Münster

2. Circulation: 1000 per language, July 2015

**This booklet** contains information about Mini-Jobs.

For example, you can find information about what your rights are when you have a Mini-Job.

These rights are stated in a range of German laws. For example, in the:

- **Teilzeitgesetz und Befristungsgesetz**  
(Part-Time and Temporary Employment Laws)
- **Entgelt-Fortzahlungs-Gesetz**  
(Continued Remuneration Law)
- **Bundes-Urlaubs-Gesetz**  
(Federal Paid Leave Law)

These laws contain many rules.

Everyone must act according to these rules.

**At the end of this booklet** you can find explanations of some difficult words. Some words are also explained directly in the text.

Examples of difficult words:

- **Teilzeitgesetz** (part-time employment law)
- **Renten-Versicherung** (old-age pension scheme)
- **Privat-Haushalt** (private household)

The German words in this booklet are written in the **colour green**.

# **This booklet contains information about:**



<u>What is a Mini-Job?</u>	<u>5</u>
<u>Do you come from another country?</u>	<u>6</u>
<u>Your Mini-Job rights</u>	<u>8</u>
<u>The employment contract</u>	<u>10</u>
<u>The collective bargaining agreement</u>	<u>11</u>
<u>Your annual leave</u>	<u>16</u>
<u>Pay for public holidays</u>	<u>17</u>
<u>Working on-call</u>	<u>18</u>
<u>You get paid, even if you are sick</u>	<u>19</u>
<u>Health insurance</u>	<u>20</u>
<u>You are insured, if you have an accident at work</u>	<u>21</u>
<u>Your rights if you are pregnant</u>	<u>22</u>
<u>Your rights if you are fired</u>	<u>25</u>
<u>Things you should know, if you want to quit a Mini-Job</u>	<u>28</u>



<u>What happens if the company can't pay you</u>	<u>29</u>
Taxes and social security	
<u>contributions for Mini-Jobs</u>	<u>30</u>
<u>The old-age pension scheme</u>	<u>30</u>
<u>Riester subsidies for old-age pensions</u>	<u>33</u>
<u>Working in a private household</u>	<u>34</u>
<u>Earning more than 450 euros per month</u>	<u>35</u>
<u>Protecting your rights</u>	<u>37</u>
<u>Information and Addresses</u>	<u>39</u>
<u>Dictionary</u>	<u>43</u>

# The Mini-Job

## What is a Mini-Job?

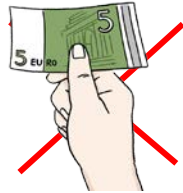
- You don't earn more than 450 euros per month.  
It doesn't matter how many hours you work.
- Or you only work for a certain time per year.  
For example: for 2 months or for 50 days.



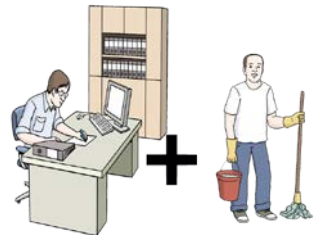
- Only a small amount of money is deducted from your pay, if you have a Mini-Job.

For example:

- for your **health insurance** (**Krankenversicherung**),
- for your **old-age pension scheme** (**Rentenversicherung**),
- for your **nursing care insurance** (**Pflegeversicherung**).



- You can have a regular job.  
And you can also have a Mini-Job.  
That means: you can have two jobs at the same time.



## Do you come from another country?

If so, there are some specific laws to keep in mind. For example:

If you come from a **European Union** country, you are allowed to work here.

But if you come from **Croatia**, you need to get permission from the **Arbeitsagentur** (Employment Agency).



If you come from a different country, you may need a work-permit (**Arbeitserlaubnis**).



You can get a work-permit at the **Immigration Office** (**Ausländeramt**):

- **Rechts- und Ausländeramt der Stadt Münster**

Stadthaus 2, Ludgeriplatz 4, 48151 Münster

Phone: 0251 / 4 92-36 36

Email: [auslaenderamt@stadt-muenster.de](mailto:auslaenderamt@stadt-muenster.de)

## Where you can get advice:

### Refugee Advisory Centre

#### **GGUA Flüchtlings-Hilfe**

Südstraße 46, 48153 Münster

Phone: 0251 / 14 48 60

Email: [info@ggua.de](mailto:info@ggua.de)



### Migration Advisory Centres

- **Caritas-Verband für die Stadt Münster e.V.**

Beratungsstelle Mitte, Haus der Caritas

Josefstraße 2, 48151 Münster

Phone: 0251 / 53 00 9-0

Email: [migrationsdienst@caritas-ms.de](mailto:migrationsdienst@caritas-ms.de)

- **Deutsches Rotes Kreuz, Kreisverband Münster e.V.**

Hamannplatz 38, 48157 Münster

Phone: 02 51 / 16 20 07 8

Email: [migrationserstberatung@drk-muenster.de](mailto:migrationserstberatung@drk-muenster.de)

- **Diakonie Münster**

Hörsterplatz 2b, 48147 Münster

Phone: 02 51 / 49 01 5-70

Email: [migrationsdienst@diakonie-muenster.de](mailto:migrationsdienst@diakonie-muenster.de)



# Your Mini-Job rights

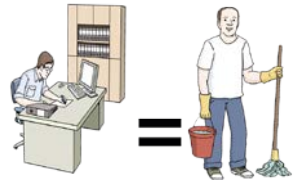
The German **Part-Time Employment and Temporary Employment Laws**

(**Teilzeitgesetz und Befristungsgesetz**) state:



All **employees (Arbeitnehmer)** must be treated the same.

Employees who have a Mini-Job must be treated the same as employees who have a regular job.



**These are your rights:**

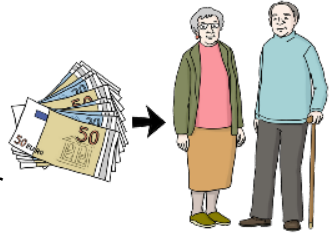
- You must be given an **employment contract (Arbeitsvertrag)**.

- You must be paid fairly.

There are rules for fair pay.

- You can get money from the **Agentur für Arbeit** (Employment Agency) if the company you work for can no longer pay you.





- The company must pay part of your **old-age pension contributions** (**Renten-Versicherung**) so that you can get money from the government when you are old.

- You may receive a **Christmas bonus** (**Weihnachtsgeld**).

- You may also receive a **vacation bonus** (**Urlaubsgeld**).

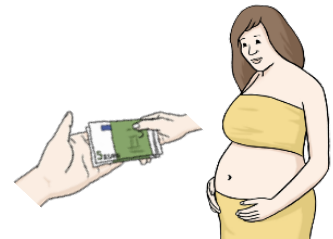
Some companies pay these bonuses.



- Sometimes, you must be paid, even when you don't work

For example:

- on **public holidays** (**Feiertage**),
- if you are sick,
- if you are having a baby.



- You have accident insurance.

For example:

- if you have an accident at work.



- You have **protection against dismissal** (**Kündigungs-Schutz**).

That means:

The company cannot just fire you.

The company must observe the **notice periods for dismissal** (**Kündigungs-Fristen**).

- You must be given **annual leave** (**Urlaub**).

These rights are stated in your **employment contract** (**Arbeitsvertrag**).

## The employment contract

### Important!

You should ask the employer to give you a **written employment contract** (**schriftlicher Arbeitsvertrag**).

In a written employment contract, you can read:

- what are your **rights** (**Rechte**)
- what are your **duties** (**Pflichten**)





## Important!

You still have the same rights and duties, even if you don't have a written employment contract.

## An employment contract must contain:

- Your name and address.
- The name and address of the company you work for.
- The location where you work.
- What your tasks are.
- How much you are paid.
- When you have to work.
- How much annual leave you get.
- Which **collective bargaining agreement** (**Tarif-Vertrag**) applies for you.



## The collective bargaining agreement

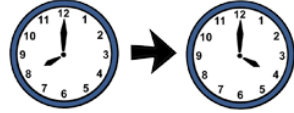


A **collective bargaining agreement** (**Tarif-Vertrag**) is a set of rules.

These rules are made by the **unions** (**Gewerkschaften**) and the bosses of the companies.

These rules state:

- How much you are paid for 1 hour of work.
- How much annual leave you must be given.
- What your **working hours** are  
(**Arbeitszeiten**).



These rules are the same for all employees.



## Important!

All employees must be paid according to the rules of the collective bargaining agreement (**Tarif-Vertrag**),

- whether they have a Mini-Job,
- or whether they have a regular job.

All companies must comply with the terms of the **collective bargaining agreement (Tarif-Vertrag)** if they participate in the collective bargaining system. However, some companies do not participate in the collective bargaining system.



**Some collective bargaining agreements apply for all companies!**

**Generally binding collective bargaining agreements**  
(**Allgemein-verbindliche Tarif-Verträge**)

---

Some collective bargaining agreements apply for all companies.

These are called **generally binding collective bargaining agreements**  
(**Allgemein-verbindliche Tarif-Verträge**)



That means:

These collective bargaining agreements apply to all employees who work in the same **occupation (Beruf)**.

**Generally binding collective bargaining agreements**  
(**allgemein-verbindliche Tarif-Verträge**) apply to these occupations:

- hairdressers,
- **restaurant employees**  
(**Gaststätten-Angestellte**),
- **hotel employees**  
(**Hotel-Angestellte**).



# Minimum Wage Collective Bargaining Agreements

---



There are also **minimum wage collective bargaining agreements** (**Mindest-Lohn Tarif-Verträge**).

These state:

How much money employees must be paid for 1 hour of work.

Companies are not allowed to pay less than this.



Some minimum wage collective bargaining agreements are **generally binding** (**allgemein-verbindlich**).

That means:

These **minimum wage collective bargaining agreements** (**Mindest-Lohn Tarif-Verträge**) apply to all employees working in the same **occupation** (**Beruf**).



These are examples of occupations with a minimum wage collective bargaining agreement:

- **caring/ nursing** (**Pflege-Berufe**),
- **cleaning jobs** (**Gebäude-Reinigung**),
- **hairdressers**.



You can get a copy of a **collective bargaining agreement** (**Tarif-Vertrag**) from:



- unions (**Gewerkschaften**),
- Employers' Association (**Arbeitgeber-Verband**)

A copy of a collective bargaining agreement costs money.

If a **generally binding collective bargaining agreement** (**allgemein-verbindliche Tarif-Vertrag**) exists for the occupation you work in, then everyone must comply with the agreement:

- the **employers** (**Arbeit-Geber**)
- and the companies.



The collective bargaining agreement states your **rights** (**Rechte**) and your **duties** (**Pflichten**).

For example:

You must comply with **time limits** and **periods of notice** (**Fristen**) if you want to make use of your rights.



Often, these time limits or periods of notice are very short.

You can get information about your rights from:

- the **unions** (**Gewerkschaften**)
- or the **employee representative** (**Betriebsrat**) of your company.





# Your annual leave

The German **Federal Paid Leave Law** (**Bundes-Urlaubs-Gesetz**) states:

You are entitled to **annual leave** (**Urlaub**).

You are entitled to at least 24 days annual leave per year.



Employees who have a **disability** (**Schwerbehinderung**) are entitled to 5 days more annual leave than employees without a disability.



Your **employment contract** (**Arbeitsvertrag**) states how many days of **annual leave** (**Urlaub**) per year you are entitled to.

You must speak to the boss of your company if you want to take annual leave. You must get permission before you go on annual leave.





## Important!

When you take annual leave:  
you get paid the same amount of money,  
as when you are at work.

Your annual leave must not be reduced:

- if you become ill during your annual leave,  
then you must get your doctor to write you  
a **medical certificate (Bescheinigung)**.
- or if you are on maternity leave because  
you have had a baby.



## Pay for public holidays

The German **Continued Remuneration Law**  
(**Entgelt-Fortzahlungs-Gesetz**) states:

If a public holiday falls on a work day, you must be  
paid for this day, even if you don't work on that day.

If you work on another day to make up  
for the public holiday, you must get paid  
extra for that day.



## Working on-call

That means:

You only work, when the company needs you, because there is a lot of work to do.



The German **Part-Time Employment and Temporary Employment Laws** (**Teilzeitgesetz und Befristungsgesetz**) state:

Your **working hours** (**Arbeitszeit**) must be stated exactly in your employment contract.

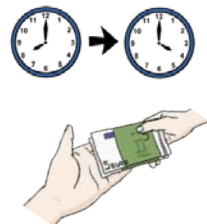
For example:

- your working hours per day,
- your working hours per week.



If your employment contract does not state any working hours:  
then your working hours per week are 10 hours.

You must be paid for 10 hours, even if you actually worked for less than 10 hours.



Also, if your company calls you to come to work, it must be for at least 3 hours.

If you work less than 3 hours because there isn't enough work to do, you still have to be paid for 3 hours of work.



However, the **collective bargaining agreement** (**Tarif-Vertrag**) may contain different rules.

## You get paid, even if you are sick

If you are sick, you must go to a doctor.

Your doctor will give you a **medical certificate** (**Krankmeldung**).

The medical certificate states:

- when you became ill
- and for how long you are unable to work.



You must give the **medical certificate** (**Krankmeldung**) to the company you work for.



## Important!



You get paid, even if you cannot work:

- if you are sick,
- if you are in a **hospital** (**Krankenhaus**),
- if you are **being treated in a health resort** (**in Kur fahren**)



## Health insurance

If you have Mini-Job, the company you work for must pay contributions to your **health insurance** (**Kranken-Versicherung**).



However, these contributions do not entitle you to receive health insurance benefits.

So, you would receive no health insurance benefits if:

- you need to see a doctor,
- you need to go to hospital,
- or you need to do **physiotherapy** (**Kranken-Gymnastik**).



To receive health insurance benefits, you must **arrange health insurance for yourself** (**sich selbst kranken-versichern**).

Alternatively, you may be covered by your **family health insurance** (**Familien-versicherung**).

That means you may be insured:

- via your partner's health insurance,
- or via your parents' health insurance.



## **You are insured, if you have an accident at work**

You have accident insurance:

- if you work for a company,
- if you work in a private household (**Privat-Haushalt**)
- regardless of how much you get paid.



The company must pay accident insurance (**Unfall-Versicherung**) contributions for you.

If the company does not pay accident insurance contributions for you, then you are insured via a **Berufs-Genossenschaft** (**Employers' Liability Insurance Association**).

This is a statutory accident insurance.

The accident insurance (**Unfall-Versicherung**) pays for things like:

- hospital costs,
- doctors' bills
- physiotherapy costs.



The accident insurance covers work accidents at workplace.

And it covers accidents on the way to work or on the way home from work.

## **These are your rights, if you are pregnant**



- The company is not allowed to fire you.
- You are not allowed to do hard or strenuous work.
- You are not allowed to do hazardous or dangerous work.



- If you can't work during your pregnancy, because the work is too hard, or because your baby may be born prematurely if you work, then you will be paid **maternity leave pay** (**Mutter-Schutz-Lohn**).

That means:

You get paid the same amount of money, as you get paid when you are working.

This money is paid by the **Mini-Job-Zentrale** (**Mini-Job Administration Centre**).

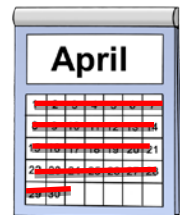


- You also have **maternity leave times** (**Mutter-Schutz-Fristen**).

That means:

You are not allowed to work in the 6 weeks before you give birth.

And you are not allowed to work in the 8 weeks after you give birth.



- During these **maternity leave times** (**Mutter-Schutz-Fristen**) you will be paid **maternity leave money** (**Mutterschafts-Geld**).

This money is paid by the **Bundes-**

**Versicherungs-Amt** (**Federal Social Insurance Office**).





**You can get more information online at:**

[www.mutterschaftsgeld.de](http://www.mutterschaftsgeld.de)

(This information is in German.)

- You can get a **parenting allowance** (**Eltern-Geld**) for one year, if you don't want to work after the birth of your child.



**Eltern-Geld** is paid by the government.

- You can take **parental leave** (**Eltern-Zeit**).

That means:

You can stay at home with your baby for 3 years.



Afterwards, you can return to work for your company.

# Your rights if you are fired

If your company wants to fire you, they must observe the **period of notice (Kündigungs-Frist)**. This is stated in the **Kündigungs-Schutz-Gesetz (Dismissal Protection Law)**.



The period of notice is a **time limit (Frist)**.

The **period of notice (Kündigungs-Frist)** is defined as:  
4 weeks before the end of the month.

That means:

You must be given your dismissal 4 weeks before your last day of work.



For example:

- You are given your dismissal on the 3rd of December.  
Then you must work until the 31st of December.  
And you must be paid until the 31st of December.
- You are given your dismissal on the 4th of December.  
Then you must work until the 31st of January.  
And you must be paid until the 31st of January.

However, sometimes the period of notice is different.

For example:

- If you have been working for the company for a very long time.
- If you are still in the **probationary period (Probe-Zeit)**.

Then the period of notice is only 2 weeks.

**Probationary period (Probe-Zeit)** means:

This is the time when you start working for a new company.

You are working there on a trial basis.

How long the probationary period is, is stated in your employment contract.



During the probationary period, the company can dismiss you and the boss does not have to tell you why you can no longer work for the company.



You can also hand in your notice and quit your job.

You don't have to say why you don't want to work for the company anymore.

Your employment contract may contain different **periods of notice (Kündigungs-Fristen)**.



## Important!

You must always receive a dismissal in writing.

That means:

Your dismissal must be a written document.

Some employees have special **dismissal protection (Kündigungs-Schutz)**.

That means:

They can only be dismissed, if a regulatory authority gives its agreement.

For example:

- Dismissal of employees with a disability:  
Approval must be given by the **Integrations-Amt (Office for Inclusion)**.
- Dismissal of pregnant women:  
Approval must be given by the **Gewerbe-Aufsichts-Amt (Trade Supervisory Office)** or by the **Amt für Arbeitsschutz (Office for Occupational Safety)**.



If you are dismissed or fired, it is best to see a lawyer, who will be able to give you advice.



## Things you should know, if you want to quit a Mini-Job

- You must put your **notice in writing** (**schriftliche Kündigung**) and give it to your company.



- You do not need to write or say why you want to quit your job.

- You must comply with the **notice periods** (**Kündigungs-Fristen**).

You can find these in your employment contract.

- You can only **quit your job without giving notice** (**fristlos kündigen**), if there is an important reason:

For example:

- if your boss injures you
- or if your job makes you seriously ill.

Quitting your job without giving notice means:

you don't comply with the notice periods.

If you want to quit without giving notice, you should seek advice from a lawyer.



## What happens if the company can't pay you

Sometimes a company has to **declare insolvency** (**Insolvenz anmelden**).

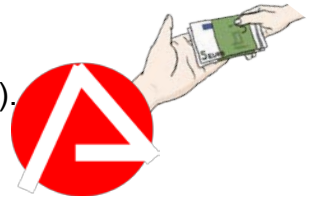
That means:

Your employer can no longer pay your wages, for work you have already done.

Then you can get money from the **Agentur für Arbeit** (Employment Agency).

This is called:

**Insolvenz-Geld** (insolvency payments).



To receive insolvency payments, you must fill out an **application** (**Antrag**).

The application form is available on this website:  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)

You can also find information about **insolvency** (**Insolvenz**) on this website.

Or you can go to the **Agentur für Arbeit** directly.

You can get further information there and you can also get the application form for **Insolvenz-Geld** (insolvency payments) there.



## Taxes and social security contributions for Mini-Jobs

The company must pay all **social security contributions** (**Sozial-Abgaben**) for you in full.

**Social security contributions** include:

- **old-age pension** contributions (**Renten-Versicherung**),
- **health insurance** contributions (**Kranken-Versicherung**)
- and **apportionment contributions** for sick leave and maternity leave (**Umlage-Beiträge für Krankheit und Mutter-Schutz**).



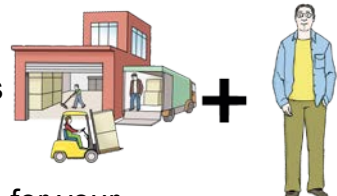
Also, the company must pay **taxes** (**Steuern**) for you.

## The old-age pension scheme

If you started working at your Mini-Job after January 2013: then **full** old-age pension contributions are paid for you.

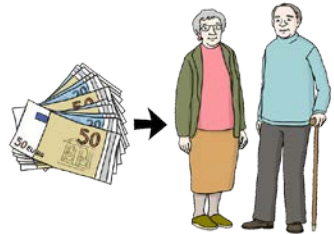
That means:

- the company must pay contributions for your old-age pension
- and you must also pay contributions for your old-age pension (**Renten-Versicherung**).



The contributions for your old-age pension are deducted from your wages.

The old-age pension is for when you are old and no longer working. Then you will be paid a pension. This money is paid by the **Renten-Versicherung** (statutory pension fund).



**If you started working at your Mini-Job before January 2013:**

then full old-pension contributions are **not** paid for you.

That means:

No contributions for your old-age pension are deducted from your wages.

But this means that you get less money later, when you are old and no longer working.

The **Renten-Versicherung** (statutory pension fund) will pay you a smaller pension.



However, you can inform the **Renten-Versicherung** (**statutory pension fund**) in writing that you want **full** old-age pension contributions to be paid for you. Then you also have to pay contributions for your old-age pension.



If **full** old-age pension contributions are paid for you you are **fully insured for your old-age pension** (**voll renten-versichert**). This has many advantages.

It means:

The **Renten-Versicherung** pays you many benefits.



For example you are paid money:

- if you can no longer work at all, because you had an accident or have become disabled.
- if you can no longer work in your current job and need training for a new occupation, because you became ill from your old job.
- if you want to seek **treatment in a health resort** (**eine Kur machen**).
- for your **Riester-Förderung** (**Riester subsidies for old-age pensions**).



# Riester subsidies for old-age pensions

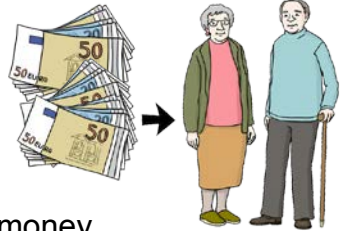
**Riester-Förderung** is a **subsidy** for your old-age pensions.

**Riester-Förderung** means:

you can ensure that you receive more money, when you are old and no longer working.

To do this, you must pay into a **savings plan (Spar-Vertrag)**.

This is called a **Riester-Vertrag (Riester contract)**.



If you only have a Mini-Job, then you will only have a small pension later.

So, it is important that you save money for your pension.

You get paid money from the government for your **Riester-Vertrag (Riester contract)**.

This money is called: **Riester-Förderung (Riester subsidies)**



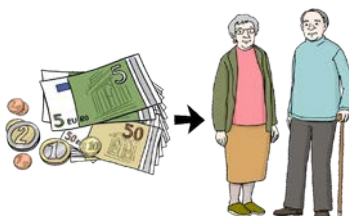
You can get more information about **Riester-Förderung (Riester subsidies)** from the **Finanzamt (Tax Office)** or your bank.

## Working in a private household

If you work in a **private household (Privat-Haushalt)** then usually very small contributions are made to your old-age pension.

That means:

You will be paid a very small pension, when you are old.



You have to pay contributions to your old-age pension, if you started working after the 1st of January 2013.

You have the same rights at your workplace as all other employees (**Arbeitnehmer**).

**Important information for your boss if you work in a private household!**



You must be registered with the **Mini-Job-Zentrale (Mini-Job Administration Centre)**.

Your boss only has to pay a small amount of money to the **Mini-Job Zentrale**.

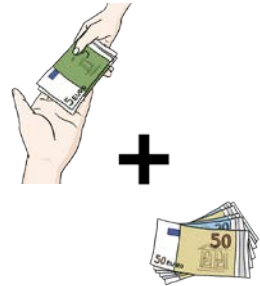
## Earning more than 450 euros per month

You must pay **social security contributions**

(**Sozial-Abgaben**) if you are regularly paid more money.

For example:

- if you are paid a **Christmas bonus** (**Weihnachtsgeld**) each year,
- or if you are paid a **vacation bonus** (**Urlaubsgeld**) each year.



You don't need to pay **social security contributions**

(**Sozial-Abgaben**) if you are only paid more money once off:

For example:

- if you are paid a bonus for doing good work,
- or if you are paid a bonus for a good idea or suggestion you had for your work.

You are allowed to be paid extra money twice per year.

For example:

- if you **fill in for a colleague who is on leave** (**Urlaubs-Vertretung**),
- if you **fill in for a colleague who is sick** (**Krankheits-Vertretung**),



- if you have a second job,
- if you work for an additional month.

Then all the money for 1 year is added together, according to specific rules.

You can get information about this at the **Mini-Job-Zentrale** (**Mini-Job Administration Centre**).

The company can also pay other things for you.

For example:

- Money for the **Kindergarten**.



# Protecting your rights

Some companies don't know which rights **employees (Arbeitnehmer)** have.

For example:

- the right to take annual leave,
- the right to keep being paid when they are sick.



You can give this booklet to your boss.  
It contains lots of information about  
the rights of **employees (Arbeitnehmer)**.



If you need support to protect your rights at  
your workplace, you can ask here:

- various **employee representatives:**  
**Betriebsrat, Personalrat, Mitarbeiter-Vertretung**

Some companies don't respect the **rights** (**Rechte**) of **employees** (**Arbeitnehmer**).

But the companies are not allowed to do this.

For example, some companies threaten that an employee will lose their job, if they try to protect their rights.

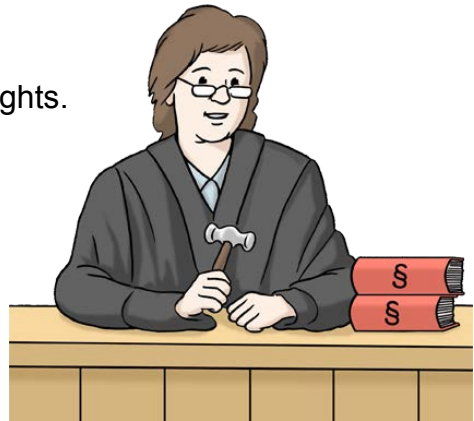
Some employees say:  
then we can't protect our rights,  
because we need to keep our jobs.



If you stop working for the company, then afterwards you can sue the company for your rights.

That means:

You can go to court and  
you can fight to protect your rights.



## Information and addresses in Münster

### Where to get more informationen:

- **Jobcenter der Stadt Münster**  
Ludgeriplatz 4, 48151 Münster  
Phone: 02 51 / 6 09 18 - 800  
Email: [jobcenter@stadt-muenster.de](mailto:jobcenter@stadt-muenster.de)  
Website: [www.stadt-muenster.de/jobcenter](http://www.stadt-muenster.de/jobcenter)
- **Gewerkschaft ver.di**  
**Geschäftsstelle Münster**  
Johann-Krane-Weg 16, 48149 Münster  
Phone: 02 51 / 93 30 00  
Email: [bz.msl@verdi.de](mailto:bz.msl@verdi.de)  
Website: [www.muensterland.verdi.de](http://www.muensterland.verdi.de)
- **Gewerkschaft IG Bauen-Agrar-Umwelt**  
Bezirksverband Münster-Rheine  
Johann-Krane-Weg 16, 48149 Münster  
Phone: 02 51 / 3 01 15  
Email: [muenster@igbau.de](mailto:muenster@igbau.de)  
Website: [www.muenster-rheine.igbau.de](http://www.muenster-rheine.igbau.de)



- **Gewerkschaft Nahrung, Genuss, Gaststätten**

Region Münsterland

Johann-Krane-Weg 16, 48149 Münster

Phone: 02 51 / 3 64 92

Email: [region.muensterland@ngg.net](mailto:region.muensterland@ngg.net)

Website: [www.ngg-muensterland.de](http://www.ngg-muensterland.de)

- **Deutscher Gewerkschaftsbund (DGB)**

Region Münsterland

Johann-Krane-Weg 16, 48149 Münster

Phone: 02 51 / 1 32 35 0

Email: [muenster@dgb.de](mailto:muenster@dgb.de)

Website: [www.muensterland.dgb.de](http://www.muensterland.dgb.de)

- **DGB Rechtsschutz GmbH**

Büro Münster

Servatiiplatz 3, 48143 Münster

Phone: 02 51 / 13 23 20

Email: [muenster@dgbrechtsschutz.de](mailto:muenster@dgbrechtsschutz.de)

Website:

[www.dgbrechtsschutz.de/wir/vor-ort/muenster/](http://www.dgbrechtsschutz.de/wir/vor-ort/muenster/)

- **Frauen & Beruf Münster**

Warendorfer Straße 3, 48145 Münster

Phone: 02 51 / 5 56 69

Email: [frauen@muenster.de](mailto:frauen@muenster.de)

Website: [www.frauenforum-muenster.de](http://www.frauenforum-muenster.de)

- **Frauen-Büro der Stadt Münster**

Stadthaus 1, Klemensstraße 10, 48143 Münster

Phone: 02 51 / 4 92 - 17 02

Email: [frauenbuero@stadt-muenster.de](mailto:frauenbuero@stadt-muenster.de)

Website: [www.muenster.de/stadt/frauenbuero](http://www.muenster.de/stadt/frauenbuero)

- **Versicherungs-Amt**

Stadt Münster, Amt für Bürger und Ratsservice,

Stadthaus 1, Klemenstraße 10, 48143 Münster

Phone: 02 51 / 4 92 - 33 30

Email: [buergerbuero-mitte@stadt-muenster.de](mailto:buergerbuero-mitte@stadt-muenster.de)

Website:

[www.muenster.de/stadt/buergeramt/versicherungsamt.html](http://www.muenster.de/stadt/buergeramt/versicherungsamt.html)

- **Agentur für Arbeit Ahlen-Münster**

Martin-Luther-King-Weg 22, 48138 Münster

Phone: 08 00 / 45 55 50 0

Email: Ahlen-Muenster@arbeitsagentur.de

Website: [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

- **Verbraucher-Zentrale NRW,  
Beratungsstelle Münster**

Aegidiistraße 46, 48143 Münster

Phone: 02 51 / 20 86 53 01

Email: [vz.nrw@vz-nrw.de](mailto:vz.nrw@vz-nrw.de)

Website: [www.vz-nrw.de/muenster](http://www.vz-nrw.de/muenster)

- **Mini-Job-Zentrale**

Minijob-Zentrale

Deutsche Rentenversicherung

Knappschaft-Bahn-See, 45115 Essen

Phone: 03 55 / 29 02 - 70 79 9

Email: [minijob@minijob-zentrale.de](mailto:minijob@minijob-zentrale.de)

Website: [www.minijob-zentrale.de](http://www.minijob-zentrale.de)

# Dictionary

The **Amt für Arbeits-Schutz** (**Office for Occupational Safety**) is responsible for health and safety in the workplace.

**Arbeitnehmer** (**employees**) are all persons who have a job.  
For example:

- in a company,
- in a government department,
- or in a small business.

The **Arbeitgeber-Verband** (**Employers' Association**) is an organisation for employers. Together, they pursue their interests.

The **Betriebsrat** (**employee representative**) is elected by the employees. The **Betriebsrat** protects the rights of the employees.

The **Bundes-Urlaubs-Gesetz** (**Federal Paid Leave Law**) states how much annual leave an employee must be given.

The **Entgelt-Fortzahlungs-Gesetz (Continued Remuneration Law)** contains many rules regarding when a company must continue to pay wages, even if an employee is not working.

The **Gewerbe-Aufsichts-Amt (Trade Supervisory Office)** makes sure that:

- all companies comply with **environment protection laws (Umwelt-Schutz-Gesetze)**,
- all companies comply with **occupational safety laws (Arbeits-Schutz-Gesetze)**.

A **Gewerkschaft (union)** is an organisation for employees.

A **Gewerkschaft** protects the rights of employees.

**Integrations-Amt (Office for Inclusion)**

This is where you can get advice from experts regarding disabilities.

The **Mitarbeiter-Vertretung** (employee representative) is elected by the employees of a company. The **Mitarbeiter-Vertretung** protects the rights of employees.

The **Personalrat** (employee representative) is elected by employees who work in a government department. The **Personalrat** protects the rights of employees.

A **Privat-Haushalt** (private household) can also be a workplace.

For example:

- an employee works as a **nanny** (**Kinder-Mädchen**) in a family's home,
- an employee works as a **gardener** (**Gärtner**) for a family.

**Pflege-Versicherung** (nursing care insurance)

All employees pay contributions to their **Pflege-Versicherung** (nursing care insurance). The money is deducted from their wages.

The **Pflege-Versicherung** (nursing care insurance) pays money for nursing and long-term care.

For example:

- for old people,
- for sick people,
- for disabled people.

The **Teilzeit-Gesetz und Befristungs-Gesetz** (Part-Time Employment and Temporary Employment Laws) contain many rules regarding:

- Part-time employment

That means:

An employee who works part-time may work 20 hours per week, for example.

Full-time employment means working 40 hours per week.

- Temporary employment

That means:

An employee is given a job for a limited time period.

With kind support from



Frauen Forum e.V.

Frauen  Beruf

BÜRO  
Frauen



jobcenter

Ministerium für Arbeit,  
Integration und Soziales  
des Landes Nordrhein-Westfalen



Ministerium für  
Schule und Weiterbildung  
des Landes Nordrhein-Westfalen

