

## Your contact person for questions regarding temporary work and contracts for work

Overtime & industry bonuses

Occupational safety & termination

Sickness & leave

And much more ...

### We can answer your questions ...

... and support employers in designing fair temporary work and contracts for work.

Works Councils and employees of information centres, job centres and labour agencies can also contact us with any questions regarding temporary work and contracts for work.

## Good Work NRW

What rights do I have as an employee?

What do employers and employees need to know regarding mini-jobs?

How can I find out whether a collective agreement applies to me?

What belongs in an employment contract?

Answers to these and many other questions are available on the website

[www.gute-arbeitswelt.nrw](http://www.gute-arbeitswelt.nrw)

The website also provides important information, practical examples, and current reports & events focused on the issues of fair employment, the digitisation of occupational safety, legal matters, and co-determination.

The website is operated by the G.I.B. - Gesellschaft für innovative Beschäftigungsförderung mbH in cooperation with the Ministry of Labour, Health and Social Affairs (MAGS) NRW, and the Landesinstitut für Arbeitsschutz und Arbeitsgestaltung (LIA - State Institute for Occupational Safety and Job Design).

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Also visit our home page  
[www.zeitarbeit.nrw.de](http://www.zeitarbeit.nrw.de)

You can find the “Fair temporary work: quick test” and further information, as well as current content on temporary work.

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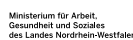


## Temporary work guide

*We support employers in designing fair temporary work and contracts for work*

The Service Centre for Fair Temporary Work and Contracts for Work has been operated by **TBS NRW e.V.** since 2008. It is funded by the **Ministry of Labour, Health and Social Affairs (MAGS) NRW** and the **Deutsche Gewerkschaftsbund (DGB - German Trade Union Confederation) NRW**.

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# General framework conditions for temporary work

## How long may I be deployed in the same company as a temporary worker?

The Act on Temporary Agency Work (Arbeitnehmerüberlassungsgesetz) defines a maximum deployment term of 18 months. However, it is possible to deviate from the statutory maximum deployment term in some industries. If the deployment lasts longer than permitted, the law requires that the employee be hired by the company where they are deployed. As long as the maximum deployment term is complied with, however, there is no statutory obligation to hire the employee in a permanent position.

## What hourly wage am I entitled to, and when must I receive the same wage as permanent employees (equal pay)?

Collective agreements serve as the basis for determining the conditions of employment for almost all temporary workers. The two most commonly used collective agreements (DGB iGZ and BAP) state the hourly wage that must be paid for specific work in the so-called collective wage agreement.

After 9 months deployed at the same company, you generally are entitled to the same payment as comparable permanent employees. However, in some industries this term may be extended to up to 15 months via so-called industry bonus collective agreements. At the same time, however, the hourly wage must also increase on a step-by-step basis according to the applicable industry regulation, at the latest from the sixth week.

## How do interruptions in deployment impact these regulations?

As long as the interruption between two deployments in the same company is not longer than 3 months, then deployment times are added together to calculate the maximum deployment term and equal pay. If an interruption lasts for longer than 3 months, then the clock starts over.

# Frequently asked questions

## Do I have to take every job?

You agree to the regulations that govern your potential deployments in your employment contract. These regulations should define the conditions under which you want to be deployed in as much detail as possible. This includes details on the work location, working hours or days of the week you are available.

## How are travel expenses handled?

Since temporary employees often change their work location, their travel expenses must be reimbursed. Travel expenses also include, for instance, bus tickets or using a private vehicle (€ 0.30/km). The exact process for handling travel expense reimbursement will differ depending on the temporary employment agency, but you should receive or agree to a written regulation on this process when you are hired.

## What is a “guaranteed salary?”

If your deployment ends and the temporary employment agency does not find you another deployment right away, you must still be paid your full contractual salary. Since the employer is responsible for deployment planning, the risk of a lack of orders may not be passed on to you. Likewise, time cannot be deducted from your work time account during times you are not deployed.

## How does the work time account work?

The purpose of the work time account is to compensate for the difference between the contractual work hours and actual work hours during the deployment (additional or reduced hours). In certain circumstances, you can receive a payout for the time credited to your account, or deplete it via time off in lieu. Outside of a deployment, time cannot be unilaterally deducted from your working time account by the employer, since this can be a way to circumvent the guaranteed salary indicated above. Any access to the working time account outside of a deployment is permitted only with your express consent.

# Criteria for fair temporary work

- **Transparent employment contract:**
  - Details on work location & working hours
  - Comprehensive description of duties and associated classification
- Information on **deployment industry** and corresponding industry bonuses
- Payment based on the actual work performed
- All regulations in **employment and collective agreements** are complied with
- There is a **Works Council** in the temporary employment agency
- **Reimbursement of travel expenses** corresponding to actual (additional) expenses
- **Transparent work planning** in consideration of the employee's wishes
- **Occupational safety equipment/materials** are provided
- Temporary employees are **qualified and trained** for their work
- **Internal job vacancies** at the client company are passed on
- Temporary employment agencies no longer request transfer fees after a period of max. 6 months, but rather support a **permanent hire**

On our home page,

[www.zeitarbeit.nrw.de](http://www.zeitarbeit.nrw.de)

you can find the “Fair temporary work: quick test”