

## Medizin Mobil Job Concept

**Working Hours:** your job will be full time, 40 hours/week, 173,33 hours per month. If in your monthly timeplan you get more than 173,33 you must work the extra hours (Überstunden), you are supposed on the next months to work less hours to balance the count. Your shift is usually 8 hours + 30 minutes pause and 10 hours + 30 minutes pause in the night (some 12 hours shifts in Pflege4Kids and 6 hours by Home Service may apply). The shifts are flexible and made monthly according to the needs of the company. The shifts are usually 3: “Frühschicht” from 07.00 to 14.30, “Spätschicht” from 12.30 to 21.00 and “Nachtdienst” from 20.30 to 06.00. All our employee have at least 2 weekends free every month.

**Job Contracts:** You will receive 3 contracts: the first is the contract as a nurse

1. “nach Anerkennung”, which is permanent but starts on the day of your registration “Anerkennung”.

2. the second is the contract as a nurse assistant “vor Anerkennung”, your activity before the “Anerkennung” to be able to manage with your life in Germany. As you are not allowed to come to Germany without a job, but you’re not allowed to work as a nurse without the registration, you will have to work as a nurse assistant until your registration. The contract is also permanent, but ends automatically on the day of your “Anerkennung” as it is illegal in Germany to work as a nurse assistant if you are already a registered nurse.

3. The training contract “Weiterbildungsvertrag” in which we the company bear all the costs of the “Anerkennung”, eventual courses and exams and the hours spent studying instead of working called “exemption”, as you must not lose money because of a training or study. You won’t be asked or charged for commissions, integration of costs or other expenses. You in exchange are supposed to work by us at least an amount of months according to how much money the company spends. The months are usually 6, 12, 18 or 24 according to how much it had been spent. We usually spend between 4000€ and 6000€, according to how much do the translation costs, how long does it take to complete the training to the Kenntnisprüfung (if you ever need it) or if you need “Anpassungslehrgang” how many months of exemption do we have to pay (see Anerkennung Concept) and other eventual certificates. We try to keep a buffer in order to being able to cover eventual unexpected costs. Of course the amount of money is stated on the contract and, once the registration is achieved, that amount will be checked and modified by defect in compliance to the effective amount of money spent (if we spend more than what states the contract, we are not allowed to change the money spent, only if we spend less!). In this time you won’t pay us nothing back, your salary will be 100% paid to you with no deductions due to this contract. If you work by us after the registration for the agreed months, you won’t owe us any money any time, should leave 24 months and one day after the registration. Should you leave before the time, you should pay us back what we had spent, according to how long had you worked by us. If you should work 24 months and leave after 12, you owe us half of the money. In case another body will take over the costs (Bundesagentur für Arbeit or else), they will have the priority and their covering will be deducted from your debt (if they take over 100% of the costs, you don’t owe us any money!). Your job contract

is permanent, so after having worked by us the time agreed on the training contract, your job will go on without further contracts, etc.

The contracts are in German and in your language, so you should be able to understand everything in it. Before the signature the whole 3 contracts will be read and explained to you by our recruitment office, of course questions could be answered at any time of the process, before and after the signature.

**Trial Time:** the first 6 months of your contract are usually considered “trial time”. The only difference with the “normal time” is the termination notice.

**Contract Termination:** All the job contracts must have a termination clause, no one could be forced in a job against her/his will. According to the German law, a termination must be given in written form and must be read by both sides. There is a termination notice, which must be given on the 1<sup>st</sup> or on the 15<sup>th</sup> of the month. During the trial time (first 6 months) it is 14 days, after that 1 month. The longer you work, the longer becomes your notice time, if you work 5 years, you are supposed to give 2 months notice and so on. To know exactly how much notice you should give, you can check the art. 622 par. 2 of the working law (§622 Abs. 2 BGB). An extraordinary termination could take place in special cases, where no notice will be given.

**Holidays:** In Medizin Mobil you will have 30 working days of holiday. That means that, if you work on a 5 days/week basis, you will have 6 weeks of holiday every year. Holidays must be agreed in advance with your supervisor/chief nurse and are available after 6 months of working. Of course, as you start working as a nurse after the Anerkennung, you could still use your holiday as a nurse assistant! We usually don't give more than 2 weeks together of holiday, but we could exceptions for people who come from very far, just talk with your PDL! If you don't use your holiday by the end of March of the year after (when you already have worked one whole year), the holiday expires, we don't pay it extra.

**Rights and Duties:** here's a small summary of rights and duties according to our job contracts and German laws, you can find more details on [handbookgermany.de](http://handbookgermany.de) or German Labour Code.

Your duties: being punctual, follow rules and orders, carry your job in your best skills and commitment, bring all your energy to the employer, carry personal duties outside the working hours, you must have an insurance scheme (pension, health, jobless), you must be respectful to colleagues, you must keep the secret on the company and patients, even if you don't work by the company any more; you must in case of sickness, report it by 08.00 in the morning and bring on the 1<sup>st</sup> sickness day a medical certificate;

Your rights: you are not bound to the company outside your working hours except stand-by conditions; you have the right to stay home if you are sick and being paid 100% salary for 6 weeks/year; right of termination of the contract, even without a cause; you have the right to receive

job reference after the end of the job; you have the right to transparency regarding working conditions and salary; you have the right, in case of a new born child, to stay home (see Mutterschutzrecht and Elternzeit); you have right to holidays and pause;

Miscellaneous: we try to get the best work-life balance; you can always talk to our managers or supervisors about your questions, suggestions, problems; if you want to keep on studying and specialize, we can pay for it and support you.