

*A comprehensive German employment law overview for foreign executives*

## WORKSHOP

23./24. NOVEMBER 2017

OFFENBACH BEI FRANKFURT/MAIN

# GERMAN LABOR LAW

*A practice-oriented introduction*

*Including  
practical examples  
and sample cases!*

### Testimonials of participants:

*„Very instructive session!“*  
F. de la Gastine  
CSA Germany GmbH & Co. KG

*"Will recommend to visit!"*  
E. Shelepova  
Alfred Kärcher GmbH & Co. KG

- *Basic Concept of German Labor Law and Fundamental Distinctions*
- *Recruiting Process*
- *The Employment Contract*
- *Rendering and termination of employment relationship*
- *Drafting and interpreting German working certificates*
- *Co-Determination*
- *Labor Law Compliance*



**Tobias Mommer**

*Probationary labor court judge  
Labor court Coblenz*



**AKADEMIE**  
FÜR FORTBILDUNG  
**HEIDELBERG**



**Get an overview of the employment law framework operating in Germany!**

**SEMINAR OBJECTIVES** Qualified leadership requires profound knowledge of the legal framework and possibilities as well vis-à-vis the individual employee as on works council level – from advertising vacancies, drafting employment contracts and treating sick employees to the risk-based termination of employment relationships.

This seminar will provide respective information based on real life examples. It is tailored to the needs of international executive staff without German HR background. Furthermore, the program includes an overview of labor law compliance regulations, with particular focus on the risks relating to external staffing.

On this basis, executives are able to assess the legal framework for their own decision making and also to understand and actively contribute to guidelines of superiors.

**GROUP OF PARTICIPANTS** This basic course is aimed at foreign professionals, executives and managers from all fields that are involved in personnel decisions and who want to develop or refresh indispensable basic knowledge for a skilled staff.

**LIMITED NUMBER OF PARTICIPANTS** The event is limited to 15 participants to ensure an atmosphere in which the subject can be practically taught.

Therefore, the documentation prepared by the speaker, will serve you – once back at your work place – as a helpful reference.

## AGENDA DAY 1

- |              |  |
|--------------|--|
| <b>10.00</b> | <i>Official opening and a welcome speech</i>   |
| <b>10.15</b> | <b>Basic Concept of German labor law and fundamental distinctions</b><br><b>Individual Labor law: From Cradle to Grave</b> <ul style="list-style-type: none"><li>■ Setting the stage: Recruiting Process<ul style="list-style-type: none"><li>■ Job Postings: Risks and opportunities</li><li>■ Job interviews: How to say no</li></ul></li></ul>  |
| <b>11.30</b> | <i>Coffee break</i>  |
| <b>11.45</b> | ■ The employment contract: laying down ground rules <ul style="list-style-type: none"><li>■ German vs Anglo-American Contract Drafting</li><li>■ Standard clauses and statutory restraints<ul style="list-style-type: none"><li>– analysis of bilingual contract</li></ul></li><li>■ Side note: limited employment contract</li></ul>  |
| <b>13.00</b> | <i>Lunch break</i>   |
| <b>14.00</b> | ■ Rendering of employment relationship: Giving and taking <ul style="list-style-type: none"><li>■ Working hours: legal requirements and extra hours</li><li>■ Holiday entitlement</li><li>■ Sickness: obligation of continued payment and occupational health</li><li>■ Other occupational safety requirements</li></ul>   |
| <b>15.30</b> | <i>Coffee break</i>  |
| <b>15.45</b> | ■ Termination of employment relationship: All things must come to an end <ul style="list-style-type: none"><li>■ Giving notice<ul style="list-style-type: none"><li>- Material requirements: Applicability of German Unfair Dismissal Protection Act and justification of termination by acknowledged reasons</li><li>- Formal requirements: Term, form and deliverance of termination letter</li><li>- Case law (overview and examples)</li></ul></li></ul> |
| <b>18.00</b> | <i>End of the day 1</i>  |

## AGENDA DAY 2

- 9.00** *Opening*
- 9.15**
- Mutual agreement
    - Typical content: Negotiating a severance package
    - Bilingual example
  - Other: Contesting an employment contract, expiry of limitation and retirement
  - Side note: Labor law litigation
  - Winding up an employment relationship: Drafting and interpreting German working certificates
- 10.30** *Coffee break*
- 10.45** *Co-Determination*
- Basic concept of German co-determination
  - Works Council
    - Establishment
    - Rights and Duties: Information, consultation and mandatory co-determination
    - Sanctions
- 12.30** *Lunch break*
- 13.30**
- Trade Union
    - Collective Bargaining Agreements: Legal consequences of applicability
    - Industrial dispute measures: Strike and lockout (overview)
- 15.00** *Coffee break*
- 15.15** *Labor Law Compliance*
- External staffing
    - Ostensible self-employment and illegal temporary agency work
    - Risk management
  - Minimum wage legislation and chain of liability
- 17.00** *End of the event*

## SPEAKER

### **Tobias Mommer** *Probationary labor court judge* *Labor court Koblenz*



Herr Tobias Mommer ist Richter am Arbeitsgericht Koblenz. Zuvor war er im gesellschaftsrechtlichen sowie zwischen 2013 und 2015 als Rechtsanwalt im arbeitsrechtlichen Dezernat international ausgerichteter Wirtschaftskanzleien tätig.

Mr. Tobias Mommer is judge at the Labor Court Koblenz. He had previously worked as a lawyer in the company law area and in the employment law department of international law firms.

## ANY QUESTIONS?



For any further questions about the workshop *Introduction to German Labor Law* and our other program I will be happy to assist you.

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Mail: [s.willenbuecher@akademie-heidelberg.de](mailto:s.willenbuecher@akademie-heidelberg.de)

**IN-HOUSE-TRAINING** This seminar is also available as in-house training. We will gladly make you an attractive offer.

# PROGRAM ANNOUNCEMENTS

## *Sachzuwendungen an Arbeitnehmer aus lohn- und umsatzsteuerlicher Sicht*

28. April 2017, Frankfurt/Main

## *Rechtswissen für Assistenz und Sekretariat*

11./12. Mai 2017, Mannheim

## *Optimiertes Zeit- und Selbstmanagement*

16./17. Mai 2017, Berlin

## *Crossmediales Storytelling*

16./17. Mai 2017, München

## *Grundlagen Arbeitsrecht*

30./31. Mai 2017, Offenbach bei Frankfurt/Main

## *Konfliktmanagement für die Assistenz*

28./29. Juni, Frankfurt/Main

## *Das neue AÜG*

7. Juli 2017, Offenbach bei Frankfurt/Main

## *Bilanzen lesen - Bilanzen verstehen*

14./15. September 2017, Weimar

## *Professioneller Umgang mit dem Betriebsrat*

31. September 2017, Offenbach bei Frankfurt/Main

## *Professioneller Umgang mit Low Performern*

19. Oktober 2017, Frankfurt/Main

## *Führen ohne Vorgesetztenfunktion*

24./25. Oktober 2017, München

## INTRODUCTION TO GERMAN LABOR LAW

ANMELDE-FAX: 06221/65033-29

### ANMELDEFORMULAR

NAME

VORNAME

POSITION

FIRMA

STRASSE

PLZ/ORT

TEL./FAX

E-MAIL

NAME DER SEKRETÄRIN

DATUM UNTERSCHRIFT

### TERMIN & SEMINARZEITEN

Do., 23. November 2017: 10.00 - 18.00 Uhr  
Freitag, 24. November 2017: 9.00 - 17.00 Uhr  
Registrierung am 1. Tag ab 9.30 Uhr

### SEMINAR-NR. 17 11 RA304 W

### TEILNAHMEGEBÜHR

€ 1.290,- (zzgl. gesetzl. USt). Die Teilnahmegebühr beinhaltet ein gemeinsames Mittagessen, Seminargetränke, Pausenerfrischungen sowie die Dokumentation.

### SONDERKONDITIONEN

Der zweite und jeder weitere Teilnehmer aus einem Unternehmen erhält einen Rabatt in Höhe von 10 %.

### ALLGEMEINE GESCHÄFTSBEDINGUNGEN

Es gelten unsere Allgemeinen Geschäftsbedingungen (Stand: 01.01.2010), die wir Ihnen auf Wunsch gerne zusenden und die Sie jederzeit auf unserer Website einsehen können: [www.akademie-heidelberg.de/agb](http://www.akademie-heidelberg.de/agb)

### VERANSTALTUNGSORT

Sheraton Hotel Offenbach  
Berliner Str. 111 · 63065 Offenbach  
Tel.: 069/82999-0 · Fax: 069/82999-800  
[www.sheratonoffenbach.com](http://www.sheratonoffenbach.com)

Das Sheraton Offenbach Hotel erreichen Sie in gut 10 Minuten vom **Frankfurter Hauptbahnhof** mit der S-Bahn S1/S8/S9 (Haltestelle „Offenbach-Marktplatz“, Ausgang „Hermstraße“). Vom **Flughafen Frankfurt** erreichen Sie das Hotel mit der S-Bahn S8/S9 in gut 20 Minuten.

Bitte berufen Sie sich bei Ihrer **Zimmerreservierung** stets auf die **Sonderkonditionen** des Abruflkontingents der AH Akademie für Fortbildung Heidelberg und beachten Sie, dass das Abruflkontingent **vier Wochen** vor dem Termin abläuft.

### VERANSTALTUNGSTICKET



### DER AKADEMIE HEIDELBERG

Reisen Sie günstig mit der Deutsche Bahn AG zum Seminar: Von jedem DB-Bahnhof – auch mit dem ICE! Weitere Informationen zu Preisen und zur Ticketbuchung erhalten Sie mit Ihrer Anmeldebestätigung oder unter [www.akademie-heidelberg.de/bahn](http://www.akademie-heidelberg.de/bahn)

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