



Integration-Guide for international specialists



FACHKRÄFTESTRATEGIE REGION FULDA



Preamble

In order to start successfully in the working world, it is of enormous importance that you feel you have arrived well in the region of Fulda. Starting a new life in a foreign country is characterized by many uncertainties. Therefore, this guide is intended to provide initial orientation for living and working in Germany and the region of Fulda and to support integration into the district of Fulda.

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Arriving in the region of Fulda

First steps in the region of Fulda

1. Registration at the registration office (at the responsible municipality)
 - **Deadline:** Within two weeks after arriving in Fulda
 - Required documents:
 - Completed registration form
 - Valid ID
 - Landlord's confirmation of accommodation
 - If applicable, rental agreement
 - If applicable, marriage and birth certificate
 - The **tax identification number** (german: Steueridentifikationsnummer) is usually sent to you by mail after registration. Keep the tax identification number in a safe place!

2. Apply for a residence and work permit at the foreigners registration office
 - Required documents:
 - Valid passport
 - Certificate of registration from the residents' registration office
 - Rental agreement as proof of sufficient living space
 - Certificate from the health insurance company as proof of health insurance coverage
 - Proof of the purpose of residence (employment contract)
 - Proof of a secure livelihood (earnings sheet)
 - Biometric passport photo
 - Remember also in time: The extension of the residence permit!

3. Open a bank account
 - Required documents:
 - Registration certificate from the Residents' Registration Office
 - Residence permit
 - Valid passport
 - If applicable, your earning statement

4. Communication
 - Register a prepaid card for Germany

Arriving in the region of Fulda

First steps in the region of Fulda

5. If necessary, further search for an accommodation (if you only have temporary accommodation).
 - Search on common Internet platforms, such as: “ebay Kleinanzeigen”, real estate websites (such as Immoscout24 or Immonet), you can also find housing ads in the daily or weekly newspapers, such as "Marktkorb" or "Fuldaer Zeitung"
 - An overview of the housing associations in Fulda can be found [here](https://www.job-fulda.de/images/Bilder/Formulare/Wohnungsbaugesellschaften.pdf) (see: <https://www.job-fulda.de/images/Bilder/Formulare/Wohnungsbaugesellschaften.pdf>)
 - Required documents (for an application for housing):
 - ID card
 - Salary statement/ employment contract
 - Possibly "Schufa" information (the Schufa information certifies whether a person is solvent)
 - **Tip:** Letter of recommendation from your employer
6. After successfully finding an apartment:
 - Sign the rental agreement
 - Rental agreements must be concluded in writing, as a rule, the rental agreement contains the rent for a house/ apartment exclusive of heating and other additional costs so called “Kaltmiete”. The total rent, so called “Warmmiete” also includes the incidental costs, such as water, heating and waste disposal
 - You have to pay the total rent (“Warmmiete”) monthly to your landlord (tip: you can also set up a standing order in your bank).
 - A security deposit may be required by your landlord (maximum three months' rent), you will get the deposit back after you move out, in case you have not damaged the apartment)
 - A brochure on the contents of a rental agreement can be found [here](https://www.integration-fulda.de/d132/Informationen/Wohnen/Broschuere_Mietangelegenheiten_DEU.pdf) (see: https://www.integration-fulda.de/d132/Informationen/Wohnen/Broschuere_Mietangelegenheiten_DEU.pdf)

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First steps in the region of Fulda

- Utility company selection
 - Electricity and gas must usually be registered by the tenant and are not included in the total rent.
 - You have to look for a provider yourself and conclude a contract (you can get advice from the consumer advice center so called “Verbraucherzentrale Hessen”)
- Choice of telephone and Internet providers
 - Here, too, there are various providers (via online portals you can compare them), the setup can take several weeks, so it is best to contact the provider before moving in
- Broadcasting fee
 - In Germany you are obliged to pay a fee for radio, television and internet (approx. 18€ per month). The fee is due per apartment and is independent of the number of persons living in the apartment.

Arriving in the region of Fulda

Insurances and taxes in Germany

When you work in Germany, various contributions are deducted directly from your gross salary. The salary that you receive is called **net salary** (german: Nettogehalt). You can see which contributions are deducted from your salary and to what extent on your earnings statement. As a rule, the following are deducted: 1. social security contributions (german: Sozialversicherung) and 2. income tax (german: Einkommensteuer).

1. Social insurances (compulsory insurances)

If you are employed as subject to social insurance contributions, you are automatically a member of five insurances and pay contributions for them. These insurances protect you in case of illness or unemployment:

- Health insurance (costs for medical supplies, medications and therapies)
- Long-term care insurance (basic insurance if you are permanently dependent on care due to illness)
- Pension insurance (pays a pension for retirement)
- Accident insurance (costs for medical treatment and reintegration after an accident at work/ in case of occupational diseases)
- Unemployment insurance (pays the income for unemployed persons if you have paid in for at least two years and are looking for work again)

You pay into these five insurances as an employee, as well as your employer.

You pay a fixed percentage of your salary. You can see the contributions on your pay slip. Except for the health insurance, there are no different providers, you are automatically a member (see also chapter: Health insurance).

As an employee, you will be sent a **social security card** (german: Sozialversicherungsausweis). Keep the card in a safe place and show it to your employer.

Arriving in the region of Fulda

Insurances and taxes in Germany

2. Income tax

You pay income tax on all income (wages) you receive. The amount of the tax depends on the income and the family situation. For this purpose, all taxpayers are divided into tax classes: There is a distinguishment into six tax classes.

For more information on tax classes and the **income tax return** (german: Einkommenssteuererklärung), please visit:

<https://www.make-it-in-germany.com/de/arbeiten-in-deutschland/arbeitswelt/gehalt-steuern-sozialversicherung> or <https://www.work-in-hessen.de/welcomecenter-hessen/praktische-infos-wertvolles-und-wissenswertes/steuern/>

Voluntary insurances

In addition, there are still voluntary insurances that you can take out. But these can also be helpful, e.g.:

- **Liability:** This insurance pays if you damage or destroy other people's things. This insurance is usually not very expensive, but very useful. Because it protects you from not having to pay for damages yourself.
- **Household insurance:** With this insurance, you can insure all the items in your home. It pays, for example, if items from your home are stolen or damaged by fire/storm or water. The cost of the insurance depends on the size of your apartment.
- **Accident insurance:** You are already covered by statutory accident insurance through your employer, so you are insured in the event of accidents at work or on your way to work. To cover accidents that occur during your free time, you can take out a private accident insurance. This provides financial protection for the consequences of an accident (e.g. physical limitations).

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Insurances and taxes in Germany

In addition, there are other insurances (e.g. legal protection/ supplementary dental insurance, additional old-age provision). It is best to seek advice on which insurances are suitable for you. For the voluntary insurances there are various insurance providers. You can compare them with each other in online portals.

You can also find more information on the federal government's portal "Make it in Germany" under the heading „Work and Salary“ or the heading „Money and insurance“.

See:

- <https://www.make-it-in-germany.com/de/leben-in-deutschland/deutschland-kennenlernen/arbeiten-gehalt>
- <https://www.make-it-in-germany.com/de/leben-in-deutschland/geld-versicherung>

Arriving in the region of Fulda

Health insurance and connection to a doctor

Statutory health insurance

In Germany, you are usually covered by statutory health insurance. The health insurance pays:

- Costs for doctor's visits
- Costs for dental care
- Costs for medications and remedies and aids
- Inpatient stays and treatment in hospitals Medically
- Necessary rehabilitation measures

There are various **health insurance companies** in Germany. If you are not satisfied, you can also change the health insurance company. You can find a list of the different health insurance companies [here](https://www.gkv-spitzenverband.de/service/krankenkassenliste/krankenkassen.jsp) (see: <https://www.gkv-spitzenverband.de/service/krankenkassenliste/krankenkassen.jsp>).

Your health insurance company will give you a health insurance card that you can use to see a doctor. At www.migration-gesundheit.bund.de you will also find a lot of useful information, in different languages.

Family doctor connection

Find a family doctor in your area as soon as possible so that you can see him/ her as soon as you feel ill.

The family doctor's first step is to check what symptoms you have and may also prescribe medication directly. Should he recommend that you have to see a **specialist** (e.g. orthopedist or cardiologist), then he will give you a referral.

If you got a referral, then call a specialist directly for an appointment. It can also lead to long waiting times. Tell them on the phone what the referral says and how urgent it is.

You can find family doctors and specialists at <https://www.arztsucheessen.de/>

Arriving in the region of Fulda

Health insurance and connection to a doctor

The family doctor will also write you a sick note if necessary. You will receive three copies of the **sick note** (german: Krankmeldung) (also called: certificate of incapacity for work / german: Arbeitsunfähigkeitsbescheinigung):

one for the employer, one for the health insurance company and one for you. Submit the sick note to your employer and health insurance company immediately.

If you are on long-term sick leave, your employer will pay your full salary for the first six weeks. After that, the health insurance fund will pay a **Sick pay** (german: Krankengeld), this is usually 70 per cent of the gross income.

You will receive a prescription for prescribed medication. With this prescription you can pick up the medication at a **pharmacy (german: Apotheke)**. Usually you have to pay a personal contribution of 5€. Outside normal working hours there is a pharmacy emergency service: <https://www.aponet.de/apotheke/notdienstsuche>

If you do not yet have a family doctor, or if you feel ill in the evening/ at night/on weekends, you can call or visit the **medical on-call service (german: Ärztlicher Bereitschaftsdienst)**:

Phone number 116 117

Adress: Pacelliallee 4, 36043 Fulda

In case of emergency, always call the ambulance (112) or go directly to the emergency room!

Arriving in the region of Fulda

Support with visits to authorities

If you need help, you can contact various counseling centers or family centers in the district of Fulda.

The **family centers or district centers**, have various offers. Among other things, they offer the following:

- Social Counseling
- Advice on various problems and help in everyday life

A list of meeting points can be found [here](https://www.integration-fulda.de/d132/Informationen/Internationales_Fachkraefte/UEbersicht_Treffpunkte.pdf) (https://www.integration-fulda.de/d132/Informationen/Internationales_Fachkraefte/UEbersicht_Treffpunkte.pdf).

There is also a **mobile migration counseling service** run by the AWO Kreisverband Fulda e.V., which offers free support in the following issues:

- Information about life in Germany
- Filling out forms/ assistance with correspondence
- Housing situation/ health

Counseling takes place at various locations in the city and district of Fulda. You can find more information [here](https://awo-fulda.de/migrationsberatung/) (<https://awo-fulda.de/migrationsberatung/>).

The **foreigner and migration counseling** of the “Caritasverband für die Regionen Fulda und Geisa e.V.” also offers assistance on a wide range of issues:

- Advice on personal and economic problems
- Help with official matters
- Advice and help on school and professional career
- Referral to other services (debt and insolvency counseling, energy-saving check, homeless assistance, clothing market)

You can find more information [here](https://www.rcvfulda.caritas.de/hilfeundberatung/migrationsberatung/migrationsberatung)

(<https://www.rcvfulda.caritas.de/hilfeundberatung/migrationsberatung/migrationsberatung>).

Further contact points and meeting places (also for leisure activities) can be found at www.integration-fulda.de.

Arriving in the region of Fulda

Living in the region of Fulda

Mobility

Public transport

You can see the train and bus connections in the district of Fulda on the website of the Rhein-Main-Verkehrsverbund : www.rmv.de. There is also an app that you can download. With the app you can also see if your bus or train is delayed.

Before you travel by bus or train, you need a valid ticket. You can buy them either on the bus or at ticket machines at the stations. There are single, daily, weekly, monthly or annual tickets.

Since 01.05.2023 there is the so-called 49€ ticket. With this ticket you can use the entire local public transport in Germany for one month.

For long-distance travel, you must buy a ticket separately. It is profitable to book early. You can get tickets at www.bahn.de.

Driving license and car insurance

If you have a driver's license, you should have it checked for validity in Germany. You do this at the admission office of the district of Fulda. You can also register or re-register a car there.

If you want to get a driver's license, you need a driving school visit. There you will learn in theory and practice how to drive a car. After a successful exam, you will get the driver's license.

If you already own a car, you must register and insure it.

For more information, please visit: <https://www.make-it-in-germany.com/de/leben-in-deutschland/wohnen-mobilitaet/fuehrerschein-auto>

Arriving in the region of Fulda

Living in the region of Fulda

Environment/ recycling system

- Bottle deposit: There is a deposit on plastic bottles/tins (25 cents) and some glass bottles (mostly beer and mineral water bottles, 8 or 15 cents). Your deposit will be refunded if you take the empty bottles back to a supermarket or beverage market. As a rule, there are corresponding vending machines available there
- Used glass: Glasses on which no deposit is charged can be disposed of in a collection container. Such containers are available in every city/municipality. The glass is sorted there by color: green, white and brown
- Different garbage cans
 - Blue garbage can: waste paper (newspapers, magazines, cardboard boxes, packaging material made of paper or cardboard, etc.)
 - Yellow garbage can: plastic waste (aluminum, tin cans, plastic packaging and containers, polystyrene, etc.)
 - Black garbage can: residual waste (hygiene products, diapers, kitchen utensils, etc.)
 - Brown garbage can: organic waste (kitchen waste, peelings, food leftovers, green waste from the garden, etc.)
- Old clothes and shoes: in every city / municipality you can drop off old clothes in a container (however, the clothes should still be wearable)
- Electronic equipment, small appliances and furniture: this bulky waste is collected three to four times a year, ask your city / municipality for dates

Arriving in der region of Fulda

Living in der region of Fulda

Education and Family

Learning German

In some cases, free language courses or language cafés are offered in family centers or district centers. These offers also help to establish contacts with other people and to make it easier for you to arrive here in the region.

A list of free offers can be found here (https://www.integration-fulda.de/d132/Informationen/Sprache/UEbersicht_ehrenamtliche_Sprachlernangebote_-Stand_05.2023.pdf).

In addition, there are also free online language offerings. You can find an overview here (https://www.integration-fulda.de/d132/Informationen/Internationales_Fachkraeffte/Sprachkursangebote_Online.pdf).

You can also receive individual language support from tutoring institutes. You can find a list of tutoring institutes here (https://www.integration-fulda.de/d132/Informationen/Internationales_Fachkraeffte/Angebote_Nachhilfeinstitute.pdf).

With the free language app "Lunes" you can learn the German language individually. In addition, the app also offers vocabulary for various professional fields. You can find further information on the website:

<https://lunes.app/>

With the vhs learning portal you can learn the German language online and offline. There are different offers. You can find further information here:

www.vhs-lernportal.de

You can find further educational offers at: <https://www.integration-fulda.de/info/bildung>

Arriving in the region of Fulda

Living in the region of Fulda

Family reunion

If you want to bring your life partner from a non-EU country to Germany, the following requirements must usually be fulfilled:

- You have a residence permit for Germany
- You have an apartment that offers enough space for your family
- You have sufficient health insurance coverage and financial means to provide for your family
- Your life partner is at least 18 years old

If these requirements are fulfilled, your life partner can apply for a visa at the German embassy (usually the passport, as well as proof of marriage/ partnership is required).

Once in Germany, the family members must be registered at the residents registration office. Further, they must apply for a residence permit at the foreigners registration office within three months. With receipt of the residence permit, your partner can start working immediately.

You can also find further information here: <https://www.make-it-in-germany.com/de/leben-in-deutschland/mit-familie/ehgattennachzug-zu-nicht-eu-buerger>

If your partner is looking for work, you can find information on the following platforms:

- Placement platform of the Azubi Region Fulda: <https://www.azubi.region-fulda.de/pages/dein-karrierestart>
- Job Search (Jobsuche) platform of the German Federal Employment Agency (german Bundesagentur für Arbeit): <https://www.arbeitsagentur.de/jobsuche/suche?wo=fulda&angebotsart=1&id=16917-9692010-S>

On the platforms, you can filter by location and occupational groups of companies that are looking for new workers.

Arriving in the region of Fulda

Living in the region of Fulda

Childcare and financial support

If you have children, register them as soon as possible at kindergarten (age: one to six years) or school. There may be waiting times at the kindergarten. You must pay for the kindergarten place yourself. From the age of one, children have a legal right for care and aid: either in a daycare center or with a childminder.

If your children are older than six, they must go to school. This is because school attendance is compulsory in Germany. More information about the German school system can be found [here \(https://www.make-it-in-germany.com/de/leben-in-deutschland/mit-familie/schulsystem\)](https://www.make-it-in-germany.com/de/leben-in-deutschland/mit-familie/schulsystem).

Until your child is 18 years old, you will receive **child benefit** (German: Kindergeld). You can apply for child benefit at the "Familienkasse Hanau".

After the birth of a child, mothers and fathers have the right to stay at home to care for the child. The right to this **parental leave** (German: Elternzeit) lasts until the child reaches the age of three.

During parental leave, you can only be dismissed in exceptional cases.

If both parents of a child are employed, they can take parental leave alternately or at the same time. During parental leave, you will not receive a salary from your employer. However, you can apply for the so-called **parental allowance** (German: Elterngeld) as financial compensation.

Integration into sport- clubs

There are sports coaches in the city and district of Fulda who support the search and integration into sports clubs. Further information and contacts can be found here:

<https://www.integration-fulda.de/freizeit/sportvereine-und-sportangebote>

Arriving in the reion of Fulda

Living in the region of Fulda

Traditional festivals in the region of Fulda

"Fasching" (also called Karneval or Fastnacht) takes place every year around spring time. The highlight is the so called "Rosenmontag" when street parades take place in many places. People are wearing costumes and celebrate together in the streets.

In summer there is a **folk festival** (also called Schützenfest) in Fulda. There are many fun rides for young and old people and food and drinks.

In October, the **Oktoberfest** (also called Wiesn) is often celebrated. Since it is a Bavarian folk festival, Bavarian clothing/ traditional costume is usually worn (lederhosen and dirndl). At the Oktoberfest bavarian specialties are offered for dinner.

In many villages in the district of Fulda, the "**Kirmes**" takes place once a year (usually in autumn). At the Kirmes there is music, food and drinks and various dances. Traditionally, a tall colorful striped tree is erected on the fairground. With that, the consecration of the church (inauguration of the church) is remembered.

In Germany there are statutory public **holidays**. Many of them are of Christian character, some of them can also vary from federal state to federal state. Others, such as Easter or Christmas (December 25th and 26th) are public holidays throughout Germany.

A list of public holidays for Hessen, you can find here:

<https://innen.hessen.de/buerger-staat/feiertage>

For many Germans, the **Advent or Christmas season** has great significance. In many cities, Christmas markets are held throughout December and houses are decorated for Christmas. It is also a custom to put up a Christmas tree in the apartment and decorate it as well. Christmas Eve is every year on December 24.

Arriving in the region of Fulda

Living in the region of Fulda

Political systems and laws

In Germany, **democracy** applies, which means that politicians are elected by the citizens. The parliament of Germany is called "Bundestag". The Bundestag has its seat in the capital of Germany: Berlin.

Each federal state also has its own parliament, the "Landtag". In total there are 16 federal states in Germany. Fulda is located in the federal state of Hessen. The Hessian Parliament is located in the capital of Hessen: Wiesbaden.

The constitution of the Federal Republic of Germany is the "**Grundgesetz**". It stands above all other laws, so that no other law can violate the Grundgesetz. The Grundgesetz contains the most important rules for living together in Germany.

In the Grundgesetz is written for example, that all people are equal. In addition, the values of freedom of opinion, freedom of information, freedom of the press and freedom of religion, are, among others, enshrined in the Grundgesetz. Furthermore, the Grundgesetz guarantees protection against political persecution.

Further information can be found here: <https://www.make-it-in-germany.com/de/leben-in-deutschland/deutschland-kennenlernen/politik-eu> or on the integration website of the city and district of Fulda:

<https://www.integration-fulda.de/infod/demokratie-und-gleichbehandlung>.

Important addresses in the district of Fulda

In case of emergency:

Police: 110

Ambulance/ fire brigade: 112

Medical care:

Medical on-call service: 116 117

Medical on-call service: Pacelliallee 4, 36043 Fulda

Mon – Thurs: 19:00 – 00:00 h Fri: 14:00 – 07:00 h Sat: 07:00 – 07:00 h

Sun: 07:00 – 00:00 h Holidays: 07:00 – 07:00 h

Helios St. Elisabeth Klinik Hünfeld (Hospital): Schillerstraße 22, 36088 Hünfeld; Phone: 06652 987-0

Herz-Jesu-Krankenhaus Fulda (Hospital): Buttlarstraße 74, 36039 Fulda; Phone: 0661 15-0; E-Mail: info@herz-jesu-krankenhaus.de

Klinikum Fulda (Hospital): Pacelliallee 4, 36043 Fulda; Phone: 0661 84-0; Phone emergency room: 0661 84-6147

Number against sorrow: 116 111

Crisis helpline: 0800 1110111 or 0800 1110222

Dental on-call service: 0661 480 21 51 51

Other:

Central blocking number for debit/credit cards: 116 116

Important addresses in the district of Fulda

Authorities:

Ausländerbehörde Fulda (foreigners registration office): Heinrich-von-Bibra-Platz 5-9, 36037 Fulda; Phone: 0661 6006-0; E-Mail: auslaenderbehoerde@fulda.de
Mon, Tue, Thu, Fri: 08:00 – 12:30 and Tue, Thu: 14:00 – 16:00 (by prior appointment)

Bundesagentur für Arbeit (Federal Employment Agency): Rangstraße 4, 36037 Fulda; Phone: 0800 4 5555-00 (employees) or 0800 4 5555-20 (employers);
E-Mail: BadHersfeld-Fulda@arbeitsagentur.de
Mon – Fri: 08:00 – 12:30 and Thu: 14:00 – 17:00

Fachstelle Wohnen für Stadt und Landkreis Fulda (Housing Office): Heinrich-von-Bibra-Platz 5-9, 36037 Fulda, Phone: 0661 102 1503 or 0661 102 1515 or 0661 102 1509, E-Mail: fachstelle-wohnen@fulda.de, appointment by prior arrangement

Kommunales Kreisjobcenter Fulda (Municipal Job Center Fulda): Robert-Kircher-Straße 24, 36037 Fulda, Phone: 0661 6006 800, E-Mail: kreisjobcenter@landkreis-fulda.de, Monday and Friday: 08:30 – 12:30, Tuesday and Thursday: 08:30 – 15:30

Kommunales Kreisjobcenter Außenstelle Hünfeld (Municipal Job Center Hünfeld): Am Anger 4, 36088 Hünfeld, Phone: 0661 6006 1800, E-Mail: service-huenfeld@landkreis-fulda.de, Monday, Tuesday, Thursday 07:45 – 15:00, Wednesday and Friday: 07:45 – 11:30

Integrationsbüro Landkreis Fulda (Integration Office): Behördenhaus am Schlossgarten, Heinrich-von-Bibra-Platz 5-9, 36037 Fulda; Phone: 0661 6006-8086; E-Mail: integrationsbuero@landkreis-fulda.de
Mon – Thu: 08:00 – 16:00 and Fri: 08:00 – 13:00

Soziale Leistungen Landkreis Fulda (Social services): Heinrich-von-Bibra-Platz 5-9, 36037 Fulda; Phone: 0661 6006 0; E-Mail: soziales@landkreis-fulda.de
Mon – Fri: 08:30 – 12:30 Uhr

Important addresses in the district of Fulda

Sozial- und Wohnungsamt Stadt Fulda (Social and Housing Office): Heinrich-von-Bibra-Platz 5-9, 36037 Fulda; Phone: 0661 102 1502; E-Mail: soziales@fulda.de
Mon – Fri: 08:30 – 12:30

Zulassungsbehörde Landkreis Fulda (Admission Office): Kreuzbergstraße 42, 36043 Fulda; Phone: 0661 6006 1100
Mon – Fri: 07:00 – 13:00 and Sat: 09:00 – 12:00

Counseling Services

Anerkennungsberatung im IQ Landesnetzwerk Hessen (Recognition counseling): Recognition counseling for professional qualifications acquired abroad, Phone: 0151 65498920, E-Mail: kay.komkov@inbas.com, appointment by agreement every Thursday

Aufnahme- und Beratungszentrum (Staatliches Schulamt) (Admissions and Counseling Center - education authority): Josefstraße 22-26, 36039 Fulda; Phone: 0661 8390-161 or 0661 8390-162; E-Mail: ABZ-Fulda@kultus.hessen.de
Mon, Tue, Thu: 14:15 – 15:45 and Wed: 10:00 – 15:45

Caritasverband für die Regionen Fulda und Geisa e.V.: Foreigners' Counseling/Migration Service, Wilhelmstr. 10, 36037 Fulda, Phone: 0661 2428-370, E-Mail: auslaenderberatung@caritas-fulda.de

Kita-Fachberatung (day-care center counseling): Wörthstraße 15, 36037 Fulda; Phone: 0661 6006-0; E-Mail: kita@landkeis-fulda.de
Mon, Tue, Thu: 08:30 – 15:30 and Fri: 08:30 – 14:00

Mobile Migrationsberatung (Mobile migration counseling): at various locations in the city and district of Fulda, appointments by prior arrangement, Phone: 0661 24909053 or 0176 65620034 or 0157 87952162, further information can be found [here](https://awo-fulda.de/migrationsberatung/) (<https://awo-fulda.de/migrationsberatung/>)

Important addresses in the district of Fulda

SportCoaches von Stadt und Landkreis Fulda: The SportCoaches provide support with the search and integration into a sports club, the contact person is Harald Piaskowski: sportcoach-fulda@sk-fh.de, there are individual sports coaches in the individual municipalities in the district of Fulda. Further information can be found here: <https://www.integration-fulda.de/freizeit/sportvereine-und-sportangebote>

Verbraucherzentrale Hessen (Consumer Advice Center): Karlstraße 2, 36037 Fulda, Phone: 0661 7743, Monday, Tuesday, Wednesday: 10:00 - 13:00 and Tuesday: 14:00 - 17:00

Supra-regional consulting and information services:

Federal government information portal "Make it in Germany":

<https://www.make-it-in-germany.com/de/>

The portal offers information about living and working in Germany, in several languages.

Welcomecenter Hessen: Fischerfeldstr. 10-12, 60311 Frankfurt am Main, Phone: 069 97172 122 (calls from abroad), 0800 6665788 (calls from within Germany), E-Mail: info@welcomecenterhessen.com, Website: www.work-in-hessen.de, a flyer can be found [here](https://www.work-in-hessen.de/media/wch_arbeitnehmerflyer_de_9-2021.pdf) (https://www.work-in-hessen.de/media/wch_arbeitnehmerflyer_de_9-2021.pdf)

Working in the region of Fulda

Occupational Safety and Health Act “Arbeitsschutzgesetz”

The aim of the Occupational Health and Safety Act is to protect employees from hazards and damage to health. The Occupational Health and Safety Act applies to all employers. Precautions must be taken to avert hazards and to ensure safety at the workplace (e.g. through appropriate work equipment/work clothing). Employees must also be regularly instructed on the subject of occupational safety. In order to be able to guarantee protection, there is the so-called risk assessment. The measures taken must be regularly checked for their effectiveness and adjusted if necessary.

The law also requires employees to ensure their own safety and to properly use the protective equipment provided. In addition, employees should report defective work equipment (e.g. machines) immediately so that the fault can be rectified. In the event of violations of the Occupational Safety and Health Act, a complaint may be filed to the employer and the competent authority.

An overview of the Occupational Health and Safety Act can be found here:
<https://www.juraforum.de/lexikon/arbeitsschutz>

Working in the region of Fulda

The employment contract (german: Arbeitsvertrag)

A written employment contract is standard in Germany. Before you sign the contract, read it carefully and check whether all the information is correct. If anything is unclear, ask your employer again

The employment contract should definitely include the following information:

- Name and address of you and your employer
- Start of contract
- Time limit: When does the contract end? (If no end is agreed in writing, the contract is valid for an indefinite period).
- Probationary period: The duration is usually three months; maximum six months, during the probationary period you can terminate or be terminated with two weeks' notice without giving a reason.
- Place of work
- Job description
- Remuneration (salary): How much salary will you receive? Are there any supplements or bonuses, e.g. at Christmas? When will the salary be paid?, Note: as a rule, the gross salary (Bruttogehalt) is agreed, from which tax and social security payments will be deducted
- Working hours: How many hours per week do you have to work? (The Working Hours Act (german: Arbeitszeitgesetz) limits the maximum permissible number of hours to a total of ten per day).
- Vacation: How many vacation days do you have per year? (The legal entitlement is 24 days per year)
- Notice periods: How long in advance, you or your employer must give notice that you want to terminate the employment relationship. Note: if you are employed for more than six months, your employer must give reasons for the termination).

Further information can be found on the "Make it in Germany" portal (see: <https://www.make-it-in-germany.com/de/arbeiten-in-deutschland/arbeitswelt/arbeitsvertrag>)

Working in the region of Fulda

German work culture

If you want to arrive in Germany, it is important to know and understand the German (working) culture. Some points are taken up here. However, these are "only" generalizations and do not have to occur this way. The points are rather to be understood as tendencies, in order to be able to understand the people in Germany better.

As a general rule, always ask! If you are unsure, contact your colleagues and talk to them. Also explain your cultural (work) background to your colleagues. Only through openness, communication and mutual knowledge can (cultural) misunderstandings be avoided.

- In Germany, **established structures and rules** are important. Consider them after they have been explained to you in the workplace.
- In Germany, attention is often paid to the **separation of private and professional life**. People do not like to talk about their private lives (at least not at the beginning) and disclose private details. In the beginning, the personal distance is usually great and "only" everyday/professional things are discussed. However, it is still possible to develop friendly relationships and for people to meet outside of work.
- **Efficient/effective work** is also expressed at the **start of work**. It is not unusual for the working day to start very early. Instead, many people appreciate leaving earlier in the afternoon to still have time for hobbies, family and friends.
- Good performance is often expected and taken for granted, so it is rare to receive praise for good work.
- For Germans, **physical/social/ and mental health** is important in order to be able to work productively. Therefore, many people have a balance to their work (sports/leisure activities). On weekends and after work, people do no longer deal with the problems at work.
- **Direct communication/feedback** from superiors is usually normal and has nothing to do with malice, Instead they want to achieve that work becomes more effective and employees develop further

Working in the region of Fulda

German work culture

- **Constructive criticism** is also considered normal; be aware that criticism of the way you work does not automatically mean criticism of you as a person. The criticism should help to optimize work processes and to develop further. At the same time, it is also possible for you to criticize processes if you have suggestions for improvement
- Colleagues and the boss are often on a first-name basis with each other. Once you have been offered the "**Du**", you can use it. The "Du" creates a collegial closeness.

The general rule is: Be open-minded and open. Only with good and open cooperation the work processes can be designed efficiently. Address any ambiguities directly!

This doesn't just apply to work: if you don't feel well or have questions/problems in everyday/ social life, then contact your mentor immediately. Then you can try to solve the problem together.

Therefore, be open and honest and address any problems in everyday life and at work in a timely manner. The goal is for you to feel at home in Germany and Fulda and to enjoy living here in the region.

Working in the region of Fulda

Behavior at the workplace

In order to have a good start in working life in Germany, you should consider the following things:

- Introduce yourself at the beginning and be frank
- In Germany, it is customary to greet each other with a handshake during an official greeting
- In Germany, punctuality is valued. Always arrive at work on time. If something comes up, let your colleagues/boss know that you will be late.
- Respectful and polite interaction should be a matter of course
- Observe the rules and specifications after they have been explained to you (ask if anything is unclear) and complete all tasks on time
- Do not be on a first-name basis with someone until it has been offered to you

In the workplace, there are certain (perhaps unspoken) rules that are taken for granted. Pay attention to the following things in particular:

- If you are ill, you must report sick to your supervisor before starting work and state the expected duration. It is best to clarify at the beginning how the sick call must be made (by phone/mail, etc.). Some require a certificate from your doctor from the first day of sick leave, check what is stated in your employment contract. However, you will need the "certificate of incapacity for work" (german: Arbeitsunfähigkeitsbescheinigung) from your doctor from the third day at the latest. This certifies your inability to work and tells you how long it is expected to last. The causes/symptoms of your incapacity for work are not contained, you are also not obliged to inform your employer about them.
- The consumption of alcohol and drugs is prohibited!

Working in the region of Fulda

Behavior at the workplace

- Smoking is only allowed in the designated areas!
- Discrimination at the workplace (or even in job selection) is not legal!!! Discrimination based on origin/ sexual orientation/ physical or mental impairment or similar is prohibited in Germany. If discrimination/mobbing occurs at work, contact your supervisor directly, who is obliged to intervene. Further information, also on the subject of sexual harassment, can be found here:
<https://www.antidiskriminierungsstelle.de/DE/startseite/startseite-node.html>
- The private cell phone should be switched off / muted (a distraction by the smartphone or generally long small talks are not welcome, you should focus on work and meet their expectations).

Further information

Addresses of counseling centers and leisure activities in the district of Fulda, free language learning offers, as well as further information can also be found at:
www.integration-fulda.de

On the website you will also find a separate section "International - Professionals from abroad", divided into the sections "Employers" and "Professionals from abroad" (see [here](#)).

If you have any questions, please feel free to contact us as well:

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