

This salary schedule contains an overview of the current specific collective agreement conditions for the metal and electrical industry (M+E) in North Rhine-Westphalia (Germany).

The German as well as the French version of this salary schedule are available from our homepage at [www.metall.nrw](http://www.metall.nrw) in the download area.

## Overview of the collective bargaining agreement of February 14<sup>th</sup> 2018

### Remuneration

The remuneration agreement has a term from January 1<sup>st</sup> 2018 to March 31<sup>st</sup> 2020 (27 months).

The former salary table valid since April 1<sup>st</sup> 2017 will continue to apply between January 1<sup>st</sup> 2018 and March 31<sup>st</sup> 2018.

Full-time workers will receive a lump sum payment of 100 euro gross for the month of March 2018 together with billing for this month (part-time-employees will receive a proportionate lump-sum payment). Apprentices will receive 70 euro gross.

From April 1<sup>st</sup> 2018, the monthly base salaries (ERA "Entgeltrahmenabkommen", remuneration framework agreement) will be increased by 4.3 %. As of 2019 an entitlement will be granted for a new one-off payment, the so-called additional annual collective allowance "Tarifliches Zusatzgeld" or "T-ZUG" (see page 7 for more details).

### Working time

With regard to the working time arrangements following changes will apply from January 1<sup>st</sup> 2019:

An entitlement for full-time employees to work in short full-time ("Verkürzte Vollzeit") with the right to return: The duration of the short full-time is limited to 6 to 24 months and the reduction of individual weekly working hours is limited to 28 hours a week at the most. It is possible to reject the short full-time due to operational reasons like the lack of substitution possibilities for the decreased work volume or if 10 percent of the entire workforce are already in short full-time.

Certain employees groups (employees with at least one child up to the 8th birthday in the household, employees who care for a close family member with a recognized need for care in a home environment, employees in alternating or permanent night shifts after a certain duration or seniority) are allowed to choose eight days off per year instead of the additional collective allowance (T-ZUG (A), see page 7 for more details) (parents and caring relatives are allowed to make not more than two times use of the swap per child and nursing case).

The 18 %-quota will be maintained; this allows to make 40 hours working-time contracts with up to 18 % of the workforce (see page 5 for more details). Furthermore, extended option to expand this quota to up to 30 % by company agreement if there is a verifiable shortage of skilled labour or if an agreement on temporary work ("Zeitarbeitsbetriebsvereinbarung") is concluded. Companies with a large number of skilled employees have the possibility to extent this quota to up to 50 % (structure quota, "Strukturquote") by company agreement if at least 50 % of the employees are classified in wage group 12 or higher, workers' council and the employer may agree upon wage group 11 (hitherto wage group 13). In all quota systems, there is a new right of objection for the work council if the quotas are exceeded (regarding the 18 % quota only if this is exceeded by 4 pp = 22 %).

As an alternative to the previous quota systems, companies can switch to a collective company working time volume model ("Volumenmodell"), which means that in consideration of full- and part-time employees a regular weekly working-time average, permitted to be up to 35.9 hours, will be calculated. In the combined model with extended rates of 30 % and 50%, respectively, the corresponding collective volume are 36.5 and 37.5 hours respectively; Right of objection of the works council if the respective collective volume is exceeded. Companies wishing to maintain the present quota arrangements can declare their retention of the previous quota system until October 31<sup>st</sup>, 2018.

As of 2019, companies might disburse up to 50 hours per annum from the employees' time accounts without supplements in addition to the working time extensions described above, in agreement with the works council.

The tariff arrangement also contains a framework agreement ("Rahmenregelung") for a voluntary company agreement on mobile work ("Mobiles Arbeiten") (no additional overtime allowance and a rest period shortened to 9 hours) as well as an additional day-off for apprentices before finals.

### ERA – Wage table

#### ERA basic monthly rates valid from April 1st 2018

	Euro	For information only: 110 % <sup>3)</sup> Euro	For information only: Hourly rates <sup>4)</sup> Euro
Wage group EG 1	2.440,50	2.684,55	16,03
Wage group EG 2	2.470,00	2.717,00	16,22
Wage group EG 3	2.498,50	2.748,35	16,41
Wage group EG 4	2.537,50	2.791,25	16,67
Wage group EG 5	2.590,50	2.849,55	17,01
Wage group EG 6	2.657,50	2.923,25	17,45
Wage group EG 7	2.741,00	3.015,10	18,00
Wage group EG 8	2.883,50	3.171,85	18,94
Wage group EG 9	3.116,50	3.428,15	20,47
Wage group EG 10	3.425,00	3.767,50	22,50
Wage group EG 11	3.840,50	4.224,55	25,22
Wage group EG 12			
Up to 36 <sup>th</sup> Month <sup>1)</sup>	3.957,50	4.353,25	25,99
After 36 <sup>th</sup> Month <sup>1)</sup>	4.395,50	4.835,05	28,87
Wage group EG 13			
Up to 18 <sup>th</sup> Month <sup>1)</sup>	4.422,50	4.864,75	29,05
After 18 <sup>th</sup> Month <sup>1)</sup>	4.682,50	5.150,75	30,76
After 36 <sup>th</sup> Month <sup>1)</sup>	5.202,50	5.722,75	34,17
Wage group EG 14			
Up to 12 <sup>th</sup> Month <sup>1) 2)</sup>	5.024,00	5.526,40	33,00
After 12 <sup>th</sup> Month <sup>1)</sup>	5.338,00	5.871,80	35,06
After 24 <sup>th</sup> Month <sup>1)</sup>	5.652,50	6.217,75	37,13
After 36 <sup>th</sup> Month <sup>1)</sup>	6.281,50	6.909,65	41,26

<sup>1)</sup> The months indicated in the table refer to the months employed in the wage or salary group.

<sup>2)</sup> Employees who have already been in the EG 13 wage or salary group for at least 36 months with the same employer are considered to have completed their first 12 months in EG 14.

<sup>3)</sup> All employees receive an average across-the-board performance bonus of approximately 10% or as the case may be a performance based pay of at least 10%. For this reason, the 110% totals are shown in this overview.

<sup>4)</sup> Monthly wage calculations have been mandatory since April 1992. Hourly wages are no longer itemized in collective bargaining agreements and are permissible only in exceptional cases. The basic monthly wage can be converted into hourly wages using the following formula:

$$\frac{\text{basic monthly wages in wage group}}{35 \times 4.35}$$

Basic monthly wages for employees whose regular weekly working time deviates from the agreed weekly working time (35 hours / week) are calculated by using the following formula:

$$\frac{\text{monthly wage according to tariff wage table} \times \text{Individual regular working time per week}}{35}$$

<b>Individual Performance bonus</b>	In accordance with § 10 ERA, employees paid a salary based on the time they have worked receive an individual performance bonus between 0% and 20 % from their fourth month in employment. The company average of performance bonuses based on a point system should be between 9 % and 11 %. Otherwise the employer can / must use correctional factors.
<b>Performance-based remuneration</b>	Based on company agreement, performance-based remuneration can replace salaries based on working time, i.e. piecework, bonus wage or a target agreement system (§§ 7 - 9 ERA). Combinations of these forms are possible. Performance-based components should be at least 10 % of the agreed monthly wages and salaries (§§ 5 and 6 ERA).
<b>Hardship supplement</b>	The hardship supplement is 6 % of basic hourly wages (EG 7) (§ 11 ERA) per hour of work under hardship conditions.
<b>Additional allowance for foundry workers</b>	The additional allowance for foundry workers at ERA introduction is 4 % of basic hourly wages for EG 7. It will be increased toward the hardship supplement of 6 % within 10 years (§ 6 ERA-ETV).

### Apprenticeship pay, monthly

	In euro valid from April 1 <sup>st</sup> 2018
In first year of apprenticeship	980,56
In second year of apprenticeship	1.029,38
In third year of apprenticeship	1.101,92
In fourth year of apprenticeship	1.197,18

Apprentices pursuing certain specialist jobs in foundry and metalworking will receive an additional bonus allowance of **20,45 euros** per month.

### Permanent employment positions for apprentices

Unions and employers agree that trainees who successfully completed an apprenticeship should be transferred into a permanent position. Therefore, two options exist:

1. Before the start of an apprenticeship period, the employer defines how many positions need to be filled. The employment need is agreed on in a company agreement between management and works council. In this case, all other apprentices do not have a claim to be offered a contract upon completion (§ 3 No. 2 TV Besch).
2. At least six months before the end of the apprenticeship, the employer defines how many positions need to be filled and informs the works council. These positions will be filled by apprentices who have completed their training and will be offered unlimited contracts. All other apprentices are entitled to a fixed-term contract of 12 months (§ 3 No. 3 TV Besch).

### Point system for evaluating job functions

Responsibility:		Task No.
Dept./Cost center:	Date	Evaluator:

Task description		Evaluation levels for work-related functions		Point value	
Skill 1)	Manual Skills	1	Duties requiring skills which can be learned in up to one week.	6	
		2	Duties requiring skills which can be learned in <b>less than four weeks</b> .	12	
		3	Duties requiring skills which can be learned in <b>four or more weeks</b> .	18	
		4	Duties requiring skills which can be learned in <b>three months or more</b> .	25	
		5	Duties requiring skills which can be learned in <b>six months or more</b> .	32	
		6	Duties requiring skills which can be learned in <b>one year or more</b> .	40	
	Professional Skills	7	Duties requiring skills which as a rule are acquired by <b>completing a certified training program of at least two years</b> .	48	
		8	Duties requiring skills which as a rule are acquired by <b>completing a certified training program of at least three years</b> .	58	
		9	Duties requiring skills which as a rule are acquired by <b>completing a certified training program and an additional 1-year professional qualification</b> .	69	
		10	Duties requiring skills which as a rule are acquired by <b>completing a certified training program and an additional 2-year professional qualification</b> .	81	
		11	Duties requiring skills which as a rule are acquired by <b>completion of a vocational college degree</b> .	94	
		12	Duties requiring skills which as a rule require a <b>university degree</b> .	108	
	Professional Experience	1	Duties, which in addition to professional knowledge, also <b>require professional experience of at least one to three years</b> .	6	
		2	Duties, which in addition to professional knowledge, also <b>require professional experience of more than three years</b> .	12	
	Initiative and decision-making <sup>2)</sup>	1	Fulfilment of duties is <b>specified in detail</b> .	2	
		2	Fulfilment of duties is <b>largely specified</b> .	10	
		3	Fulfilment of duties is <b>partly specified</b> .	18	
		4	Duties are fulfilled <b>mostly without specifications largely independently</b> .	30	
5		Duties are fulfilled <b>largely without specifications independently</b> .	40		
Cooperation	1	Fulfilment of duties requires <b>minimal communication and teamwork</b> .	2		
	2	Fulfilment of duties requires <b>regular communication and teamwork</b> .	4		
	3	Fulfilment of duties requires <b>regular communication and teamwork as well as occasional</b>	10		
	4	Fulfilment of duties requires <b>regular communication and teamwork as well as coordination</b> .	15		
	5	Fulfilment of duties requires a <b>high degree of communication and teamwork as well as coordination</b> .	20		
Team-leadership	1	Fulfilment of duties <b>does not require leadership</b> .	0		
	2	Fulfilment of duties requires <b>giving employees professional instruction, guidance and support</b> .	5		
	3	Fulfilment of duties requires <b>delegating tasks to employees in order to meet objectives as well as giving employees support and motivation</b> .	10		
	4	Fulfilment of duties requires <b>goal-setting and delegating tasks to employees for attaining objectives and also support and motivation of employees</b> .	20		
Total point score					

<sup>1)</sup> Professional skills and expertise, abilities and competence can also be attained by other means.

Professional skills can either be attained by consecutive enrolment or by non-consecutive periods of study / training leading up to a degree or qualification. In the latter case, the duration of study / training is determined by the total amount of time enrolled in all programs.

<sup>2)</sup> "Duties" in the sense of initiative and decision-making are to be understood as instructions and guidelines. Generally, initiative and decision-making are more restricted for those working under instructions than for those working under guidelines.

Instructions determine in detail how a task is to be completed.

Guidelines determine what has to be considered when completing a task.

Wage Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Point Range	10-15	16-21	22-28	29-35	36-43	44-54	55-68	69-77	78-88	89-101	102-112	113-128	129-142	143-170

## OTHER CONDITIONS OF EMPLOYMENT

### Working time (§ 3 EMTV)

**Agreed working-time:** 35 hours per week in case of full time employment.

There is the possibility to extend the regular individual weekly working-time by individual contract to up to 40 hours / week for up to 18 % of the workforce.

The 18%-quota can be increased to up to 30 % in combination with operational arrangements regarding the use of temporary agency workers and as of 2019, in case of a verifiable shortage of skilled labour.

In companies with a large part of skilled employees (50 % of all employees are either paid on scales above the agreed rates or are classified in wage group 12 (2018: wage group 13) or higher, the parties of the collective agreement may agree upon wage group 11), the company and works council might extend the quota to up to 50 %.

To foster innovation or counter the effects of a skilled shortage, the parties of the collective agreement might extend the quota for a company to up to 100 % by request of the company and works council.

It is possible by means of a company agreement to prolong individual working time within the scope of an operationally extended quota.

Within the optional new volume-based model ("Volumenmodell"), the consideration of part-time working relationships within a company working time average may lead to a higher number of possible working time extensions to up to 40 hours / week (see also page 1).

In addition to the above-named working time extensions, as of 2019 companies might, in accordance with the works council, disburse up to 50 hours per annum from the employees' time accounts without surcharges.

There is the possibility of reduction of the individual regular working time to 30 hours a week by company agreement. This is done without wage adjustment in exchange for dismissal protection for the whole plant, parts of it, or certain parts of the workforce.

Part-time work can be agreed upon individual contracts within the framework of the existing regulations. For more details on the new possibilities of the so called short fulltime "verkürzte Vollzeit" see page 1.

Partial retirement is an option for employees who have at least reached the age of 57 (TV FlexÜ). Besides a genuine part-time model and flexible models there is also a block model ("Blockmodell"): In the first half of the partial retirement, the employee continues to work almost exactly as before; in the second half, he/she is released completely from employment. The top-up benefits provided by the employer ensure approximately 82 % of his/her previous net wage throughout the entire period of partial retirement and the employer will pay higher retirement insurance contributions (95 % of the contribution level reached up to that time are guaranteed).

The entitlements to partial retirement are limited at company level to 4 % of the workforce. For heavily burdened employees, there is an entitlement starting from age 58 with a duration of five years at the most, otherwise from age 61 with a duration of four years at the most until the employee enters retirement without reductions. Voluntary partial retirement is possible from the age of 57 with a duration of up to six years.

**Duration of training (§ 3 EMTV)**

Agreed duration of training during apprenticeship: 35 hours / week

**Flexible spreading of working Time (§ 4 EMTV)**

On the basis of a company agreement and within the framework of the prevailing legal provisions, collectively agreed working time is split into days/weeks/months. Assuming a commensurate compensation within a maximum of 16 months, an allocation of a maximum of 10 hours per day and 60 hours per week consisting of six working days is possible; Saturday working hours are disbursed generally without supplements.

**Overtime (§ 5 EMTV)**

It is possible to extend the working-time per working day to up to 10 hours / weekly working time by up to 10 hours.

As an exception, operational agreement on an additional overtime volume is possible. (This must not lead to permanent overtime work. Permanent overtime should preferably be avoided by new hires.)

There is the option of a voluntary company agreement whereby overtime can be fully or partly compensated by taking time off, and where the employer's obligation to pay for the overtime work does not apply within the next two months (§ 5 TV Besch).

**Agreed additional payments / allowances per hour (§ 6 EMTV)**

- for the first two daily hours of overtime	25 %	} of the average hourly wage pursuant to § 6 No. 4 EMTV	
- starting on the third daily hour of overtime	50 %		
- night shift (as long as it is additional work)	50 %		
- Sunday work	70 %		
- work on New Year's Day, Easter Sunday, 1 <sup>st</sup> of May, first day of Whitsun and Christmas Day	150 %		
- work on all other public holidays	100 %		
- late work on 24 <sup>th</sup> December from 5 p.m. to 8 p.m. as well as night work on Christmas Day and on New Year's Eve	150 %		
- late work	15 %		} of agreed hourly wage for payment group EG 7
- night shift (as long as it is not additional work)	25 %		

**Continued remuneration (§ 9 EMTV)**

From the beginning of the employment contract, employees are entitled to continued remuneration for a period of six weeks in the event of incapacity for work or when attending a cure.

The percentage of wages that continues to be paid is 100 %, excluding overtime pay or overtime bonuses (§ 16 EMTV).

### **Duration of holiday (§ 13 EMTV)**

The duration of holidays for employees and trainees is 30 working / training days on the basis of 5 working days / week. Employees taking their full leave / holiday entitlement between of October 1<sup>st</sup> and of March 31<sup>st</sup> will be granted one additional day of leave.

### **Leave / Holiday Allowance (§ 14 EMTV)**

For each of the 30 days of leave, a holiday allowance of 2.4 % of a monthly wage will be paid in addition to regular wages or the regular apprenticeship pay (=100 %). The calculation is carried out in accordance with § 16 EMTV, excluding overtime pay and overtime allowances.

### **Deferred compensation (TV EUW)**

Employees have the right to convert up to 4 % of the income threshold of the pension schemes (3.120 euros per year in 2018) of their future reimbursement claims into an entitlement to retirement benefits. They have to choose at least for one full year the amount and type of their pay that is going to be used for this purpose. The employer is responsible for the investment of the money. The parties of the collective agreement have set up an industry-wide retirement agency ("MetallRente") for this purpose. It offers the alternatives of "MetallDirektversicherung" (direct insurance), "MetallPensionskasse" (pension bank), "MetallPensionsfonds" (pension fund), and the "Unterstützungskasse" (relief fund) (for details visit [www.metallrente.de](http://www.metallrente.de)).

### **Contributions to employee pension capital formation (TV AVWL)**

If a private retirement provision contract is concluded by the employee / trainee ("Riester contract") or in the case of a deferred compensation agreement pursuant to the collective agreement on salary conversion (TV EUW), the employer provides a collectively agreed pension capital formation payment.

The agreed annual retirement payment is

319.08 euros for employees (full-time), 159.48 euros for apprentices.

Entitlement starts with the beginning of the seventh month of an uninterrupted employment within the company.

In the rare case of continuance cases, the employer continues to make the aforementioned amounts as an effective pension capital formation contribution (EUR 26.59 or EUR 13.29 per month) in accordance with the collective agreement on capital formation benefits (TV VL), which was applicable up to 2006.

### Special payments (ETV 13. ME)

Employees or apprentices who have been working in a non-terminated contract for six months have the right to receive an agreed special payment on the relevant day (usually 1<sup>st</sup> December).

The amount of special payments can be determined by a voluntary company agreement depending on the number of staff absent on sick leave.

If there is no such agreement on the special payment, the payments will be as follows:

after 6 months of employment	25 %
after 12 months of employment	35 %
after 24 months of employment	45 %
after 36 months of employment	55 %

of the monthly wage excluding overtime pay and overtime bonuses.

Benefits paid by the employer, such as financial incentives, shares in profits (bonuses, annual premiums), Christmas allowance, and similar payments are considered special payments and are creditable against pay entitlements.

### Additional collective allowance (T-ZUG)

As of 2019, employees and trainees who are in an employment or apprenticeship on July 31<sup>st</sup> will receive a new annual one-off payment consisting of two components, the so-called additional collective allowance ("T-ZUG"), to be paid off with billing for July:

T-ZUG (A) amounting to 27.5% of a monthly salary for employees and apprentices (for entitled employees convertible into eight days off, see page 1),

T-ZUG (B): in 2019, 400 euros for full-time employees and 200 euros for apprentices, in subsequent years 12.3% of the monthly basic salary of the payment group 8 or the respective training allowance. T-ZUG (B) may be postponed, reduced or cancelled in 2019 and in subsequent years, with the agreement of the collective bargaining parties (permanent differentiation option).

#### Note:

The agreed payment schedules listed here are binding in work contracts in the metal and electronic industry of the state of North Rhine-Westphalia (Germany) in all companies that are subject to the salary schedule agreement.

The collective agreements are not considered generally binding.

Editor:



Verband der Metall- und Elektro-Industrie Nordrhein-Westfalen e.V.

Postfach 30 10 41 · 40410 Düsseldorf

Find us and our members in the internet at [www.metall.nrw](http://www.metall.nrw)