



Information sheet on introduction and implementation of the Federal Pay Scale Agreement (TV EntgO Bund) at DESY

Dear Colleagues,

This information sheet follows our information sheet of 14/12/2015 and the Joint Declaration by the Board of Directors and Central Works Council of 10/12/2015. After that more general overview, this communication is intended to give you more specific explanations of the effects, and of how to use the new Pay Scale Agreement, and to help you decide whether or not it is worthwhile for you to apply for allocation to a higher pay group under the terms of the Federal Pay Scale Agreement (EGO Bund).

The new Agreement entered into force on signing of a Collective Bargaining Agreement between the employers' association AVH and the union ver.di, effective from 01/01/2016.

General information on transfer to the Federal Pay Scale

The new pay scale has set up a completely new structure within which the job characteristics are allocated. Many of the job characteristics have been completely changed, and the total number reduced from about 3000 to about 1000. The job characteristics describe in very general terms what tasks are assigned to the respective employees, and which pay group they correspond to.

The Federal Pay Scale (EntgO Bund) is divided into six parts, of which the first three are relevant for DESY and have been taken over:

- Part I: General job characteristics for administrative services
- Part II: General job characteristics for mainly blue-collar/manual activities
- Part III: Job characteristics for specific employee groups

On transfer to the Pay Scale Agreement, the previous job characteristics and thus also group allocation are retained. That still applies even where the previous job characteristics no longer exist in the new Pay Scale system. An exception to that is pay group 9, which has been subdivided into pay groups 9a and 9b.

Review and adjustment is made under the following circumstances only:

1. A position is newly filled – by new recruitment, or by transfer with change of activity.
2. The tasks at a given workplace have changed after 01/01/2016 in such a way that a new job description / activity profile has to be drawn up.
3. The employee makes an application for the new pay scale agreement to be applied on an individual basis within the framework of the transfer process.

The information sheet of 14/12/2015 and the "Information sheet on application for allocation to a higher pay group" give detailed information showing for which employees it could be beneficial to apply for allocation to a higher pay group in the Federal Pay Scale, and what possible disadvantages could result from such application. These documents are available in the HR Intranet under "Information for all employees / Federal Pay Scale".

How can you check whether to apply for allocation to a higher pay group?

IMPORTANT: Please note that once you submit an application to the Human Resources Department, you cannot take it back again. So it is advisable to check very carefully before making an application, and to do the calculations.

1. Check on the basis of the data available to you what job characteristics apply for your job. They are shown either in "Annex 1a – General Pay Scale System" ("Anlage 1a - Allgemeine Vergütungsordnung") to the white-collar agreement "MTV Angestellte", or in "Company Pay Table 5" in the "Agreement on allocation of blue-collar workers to the pay groups" ("Tarifvertrag über die Einreihung der Arbeiter in die Lohngruppen"). For this check you will need the data from your employment contract and if applicable your reference group. If these data are not sufficient to ensure clear allocation, ask the Human Resources Department to give you your data. In many cases the responsible person at the Works Council can give you information.



2. Look in the Federal Pay Scale for the job characteristic which is the same or as similar as possible to the previous job characteristic. In many cases you will find the exact wording of your previous job description is also used here. In some cases, for example in IT jobs, you may not be able to find anything similar without the help of your Human Resources Department or Works Council, because the job characteristics have been completely changed.
3. Work out whether the pay group determined in the second step is better than the one you had so far. If the new pay group is the same or even less favourable, there is no need to check anything else – an application cannot give you an improvement.
4. If the new pay group is better, you have to make a calculation to check whether possible disadvantages have an impact on your individual situation (e.g. loss of supplementary payments, structural compensation, lower annual special bonus, etc.). This calculation requires additional data, which you will receive from the HR Department in the near future. An overview of the data concerned is attached to this letter.
5. If, and only if, this calculation shows a new situation which you yourself see as an improvement, should you make a decision on application. The form is available in the Intranet of the HR Department under “Forms which you require as an employee” or in the section “Information for all employees / Federal Pay Scale”.

To help you to complete the steps described, and to give more specific explanations, there will be a series of information events held jointly by the HR Department and the Central Works Council. The dates and times are shown in the Information sheet of 14/12/15, and on posters displayed on the notice boards.

The following example may also be useful for your own check:

An example – Foreign language assistant in pay group 8:

This activity is currently described in “Annex 1a, Part II Additional job characteristics, Section H: Employees in foreign language service, sub-section III: Foreign language assistants (foreign language secretaries)” to the white-collar employees agreement MTV Ang. (abbreviated: II/H/III), and allocated to pay group Vc, reference group 5, where the characteristic can be described as follows: “Employee standing out from reference group 4 in that the work includes oral translation up to one minute with correct content from two foreign languages into German and vice versa.”

The examination of where and how these activities are described in the Federal Pay Scale, and which pay group they are assigned to, gives the following results:

The job characteristics for foreign language assistants are given in “Part III, Section 16 (Employees in foreign language service), sub-section 16.1”. The relevant job characteristic here is: “Foreign language assistants (foreign language secretaries) who exercise secretarial and office work regularly in two foreign languages”. This is allocated to pay group 9a.

To confirm this allocation, another check should be made to see whether the requirements for pay group 9b are also fulfilled. The job characteristic for pay group 9b is: “Foreign language assistants (foreign language secretaries) who regularly conduct secretarial and office work in more than two foreign languages”. As there has been no change in the original activity, and only these 2 languages are required, pay group 9a is still the relevant group.

In the present case, the final step of specific calculation is still needed in order to make a decision. To check possible disadvantages, it should at least be taken into account that the annual special bonus is reduced from 90% in pay group 8 to 80% in pay groups 9a/9b. There could also be additional individual disadvantages (see list above).

If this calculation shows an improvement, the foreign language assistant should obtain the application form from the HR department or from the Works Council, and decide whether to make an application.

Important for you:

As already mentioned in the information sheet and the notes on the application for allocation to a higher group in the Federal Pay Scale, you have until 30/06/2017 to obtain information and to make an application if you wish to do so. The changes resulting from this will in all cases be made retrospectively with effect from 01/01/2016.

The period of six months which is otherwise applicable with respect to claims under the Collective Bargaining Agreement will not be applied here.

**For your personal check on whether to apply for allocation to a higher pay group**

You will receive an overview from the HR department in the near future, showing your personal pay components and if applicable your acquired rights (“grandfather rights”), to help you make a careful check on whether or not to apply for allocation to a higher pay group.

	Pay components under Collective Bargaining Agreement Status 31/12/2015	Pay components under Collective Bargaining Agreement Status 01/01/2016
Pay group and stage		
Stage upgrade pending at the present time		
Structural compensation*		
Amount of annual special bonus (%)		
Other regular pay components:		
Higher value activity		
Supplement for programmers *		
Supplement for engineers*		
Supplement for supervisors*		
Supplement supervisor/technician 10%*		
Supplement technician 7.5%*		
Supplement technical staff 8%*		
Supplement 7.5 % pay group IVb*		
Supplement for foreman 10%*		
Supplement for leading technician 15%*		
Supplement for training 15%*		
Guaranteed amount*		

Apart from the above pay components, other payments may also be relevant for you.

For example, acquired rights (“grandfather rights”) are applicable to payments for **CNC supplements**, **welder supplements** and/or **hardship supplements**. We would, however, point out that these grandfather rights are applicable only until new individual allocation to pay group in the Federal Pay Scale.

In addition, the following pay components may be paid out to you, and are not affected by the Federal Pay Scale; they are normally guaranteed with or without limitation in time:

Acquired rights for child; lump-sum travel expenses; Internet supplement; lump-sum shift-work payment for full shift working, capital-formation benefits; lump-sum changing shift supplement B or D; supplement for work abroad; IT supplement; and supplement for recruitment, retention, reward for performance.

* Acquired rights which are offset/lose validity on allocation to pay group in Federal Pay Scale.