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**Deutsche Rentenversicherung  
Knappschaft-Bahn-See  
Minijob-Zentrale  
45115 Essen  
minijob-zentrale.de**

Registration process and premium  
calculation

**Service-Center**  
Monday - Friday 7 am – 5 pm

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**Online contact form**  
minijob-zentrale.de/  
(secure data transmission)

Your ref./Your letter of

Please specify for all queries!  
Company no.

Date

## **Welcome to the Minijob-Zentrale Important information regarding your mini-job**

Employer:  
Start of employment:

Your employer has registered you with us as a mini-jobber. Please take a little time to inform yourself about your new employment relationship.

### **Pension insurance**

Your employer has registered you with us as being subject to pension insurance obligations. You can find out which advantages you have from compulsory pension insurance for mini-jobs or how you can be exempted from it in the attached leaflet "Compulsory pension insurance for mini-jobbers".

### **Multiple jobs with different employers**

You can have several mini-jobs side by side with different employers, in total you may not earn more than 538 Euro per month from all of them. If you exceed this earnings threshold, all jobs are subject to compulsory insurance and are therefore not mini-jobs. Salaries from short-term mini-jobs are not taken into account while doing this.

In the case that you have a job that is subject to compulsory insurance, only the first mini-job is exempt from being added to your main job. The special mini-job regulations do not apply to all other jobs.

### **Accident insurance**

As a mini-jobber, you are statutorily insured against accidents and thus against accidents at work, accidents while commuting to work and against occupational diseases. Contributions to statutory accident insurance are paid solely by your employer.

### **Health and long-term care insurance**

As a mini-jobber, you will not be covered by statutory health and long-term care insurance. You do not have your own health and long-term care insurance.

**Labour laws**

As a mini-jobber, you have basically the same rights as a full-time employee. You can read about the labour law principles applicable to mini-jobbers in the attached leaflet "Labour law for mini-jobbers".

If you have any questions, please call us. It will be our pleasure to advise you. You can also find us on the Internet at [minijob-zentrale.de](http://minijob-zentrale.de) or follow us on Facebook or Twitter.

With best regards,

**Your Minijob-Zentrale**

This letter is valid even without a signature.

Annexures:

Leaflet "Compulsory pension insurance for mini-jobbers"

Leaflet "Labour law for mini-jobbers"