



New Employee Departure Checklist

Please carefully review the information below in preparation for your departure from the United States. An Edelweiss Lodge and Resort representative will be in contact with you soon to provide you with specifics and to answer any questions you may have.

Flight Information

An Edelweiss Lodge and Resort Personnel Representative will phone or email you with your itinerary. If you already know when and from where you are available to fly to Germany, please call or email the Edelweiss Lodge and Resort Human Resources Office (see “Contact Information” on page two). Note: You must fly on a Sunday. Two days (and not earlier) before you fly, it is **IMPERATIVE** that you contact the airline at the airport from which you are flying and confirm your ticket. You may pick up your ticket once it is available, but check with the airline to find out if there will be a representative at the ticket counter at the time you plan to pick it up.

When you arrive in Munich, an Edelweiss Lodge and Resort representative will be waiting for you as you exit the baggage claim area. He or she will have a sign with your name or the Edelweiss Lodge and Resort logo on it. On rare occasions, the Edelweiss Lodge and Resort representative may be late to meet you (traffic jams are notorious here in Germany). If she/he is not waiting for you when you exit the baggage claim area, stay at that gate for thirty minutes. After thirty minutes, contact the Edelweiss Lodge and Resort Europe Human Resources Office by phone for instructions.

About life at Edelweiss Lodge and Resort Europe.

The Staff Housing Complex is much like a college dorm, so if you have just left college, you will know what to expect. You will have a roommate once you arrive. We generally room people where there are available bed-spaces, but once you have settled and made friends, you can change rooms. Couples can room together based on the availability of open rooms. If you are coming with a friend, you can request to room together. This may not be possible immediately, but after a few weeks this can usually be arranged. You will have access to community kitchens/bathrooms. You must stay in your initial position for ninety days before applying for any other position within the organization. Health insurance is required. Edelweiss Lodge and Resort offers a medical/dental plan that costs \$65.26 or a medical/no-dental plan that is \$61.39 every two weeks. If you choose one of these options, the amount will be deducted from your paycheck automatically. If you use your own medical insurance, it is necessary that you bring proof from the company with which you are insured that you are covered overseas for the thirteen months you work for us.

A \$200.00 room deposit is required. This amount is deducted from your first four paychecks in payments of \$50.00 each. The deposit will be returned to you once you have cleared your room with the Resident Services Office at the completion of your 13 month limited tenure.

You will be issued a post office box when you arrive at Edelweiss Lodge and Resort; this box cannot be issued until your arrival. This will be an overseas military address, and normal US domestic postage rates will apply.

You will have free access to internet computers, fitness room, movie room and lounge.

Your paycheck will be in US dollars, and will be directly deposited into your bank account every two weeks (you will open an account in an American bank on post during orientation). All US federal taxes apply. You are responsible for initiating state tax deductions from your income (contact the Human Resources Office).

First Four Days at Work

Day One: Land in Munich, Germany and be met at the airport by an Edelweiss Lodge and Resort Europe representative. Travel approximately one hour to Garmisch. Brief welcome and introduction. Shown to room. Free for the rest of the day.

Day Two: In-process with Edelweiss Lodge and Resort Europe and Department of the Army policies and procedures for approximately three hours.

Day Three: Four-hour orientation tour of the facilities and American military community. Free hot breakfast, identification card, bank, gym, post office, library, and shops/stores. Meet supervisor/receive uniform.

Day Four: Start your new position.

What to Bring

Most items that you use in the United States are available here (perhaps from a different brand, but available, nonetheless) in German stores or in the American military stores.

At least \$600. Your first paycheck will arrive approximately four to six weeks after your start date. It is also suggested that you bring twenty to fifty euros (the currency used in Germany), so that you can have money to spend when you first arrive.

A three month supply of prescriptions. Filling prescriptions over here is different from the United States, so it is important that you are prepared for any possible delays.

The receipt and physical exam papers signed by a medical doctor. Edelweiss Lodge and Resort must have proof that you are physically fit to travel overseas and to work. You will be reimbursed up to \$100 for this exam. [Most clinics and doctors' offices have basic school physical exam forms on file or, at your request, we can fax you a form.]

Address book with updated addresses of professional and personal references.

Appropriate outerwear (waterproof jacket & shoes, hat, gloves, umbrella, scarf, etc.). Rain is common year-round. Temperatures are often at freezing level and below in the winter.

Shoes for work; they must be black without sport logos or any other decor.

Towels, wash cloths.

Shower shoes & robe. Remember, the bathrooms are communal.

Personal hygiene materials (soap, deodorant, shampoo, feminine hygiene products, etc.).

Alarm clock; preferably a battery operated one, as the voltage is different over here.

Debit/credit cards. ATM machines are very common over here, so you will have access to any money that you have in American banks (there will be, of course, minor service charges for using an ATM from a bank that is not your own—just like in the US).

A pillow and bed linen are provided at the cost of \$40 (automatically deducted from your pay-check), but if you have a favorite blanket or sheets, you may want to bring them. Basic kitchen supplies (pot, plate, utensils, etc.). This is not necessary and may be costly to ship, but if you cook, you may want to bring them rather than buy them.

What Not to Bring...

Electric-powered items. Germany has a 220 voltage system, so you will need a transformer to use anything you bring from the US. Transformers cost approximately \$20-\$80.

Uniforms. Edelweiss Lodge and Resort will supply you will your uniform (you DO need to bring shoes for work, as mentioned above).

CONTACT INFORMATION

To call from the US: (011-49) 8821-944-4522

Keep in mind the time difference and try to call between 8:00am and 4:00pm Monday through Friday, Central European Time (Germany is ahead of US Eastern Standard Time by six hours. When it is 8:00am in New York City, it is 2:00pm in Germany).

To call within Germany: 08821-944-4522

Email: hro@edelweisslodgeandresort.com