

Employment in the Czech Republic – *Employment contract*

Work is a normal part of life in the Czech Republic. In this context, we talk about the fact that we go to work, we are employed, we are in an employment relationship, we have an employment contract. We will explain what this actually means.

The **EMPLOYMENT RELATIONSHIP** is created by an employment contract and begins on the first agreed day of work.

EMPLOYMENT CONTRACT - a document between the employer and you, the employee, under which you carry out a given activity at work. The employment contract must be in writing. Both parties - you and the employer - will be given an original contract signed by both parties.

What the employment contract contains:

- Type of the work, you will do (a job position)
- The starting day of work
- A place, where you will do the work.
 - If you have more than one job listed, e.g. whole region-wide, and you will be using a company car, you will need to undergo regular driver proficiency training to obtain a Certificate of Driver Proficiency. You will need to carry it with you.

! ATTENTION! AN EMPLOYMENT CONTRACT THAT LACKS THESE DETAILS IS INVALID !

! ATTENTION! NEVER SIGN A CONTRACT YOU DO NOT UNDERSTAND. KEEP ALL THE DOCUMENTS.

An employment contract also usually contains:

- **Fixed-term x open-ended contract** - the period for which the contract is concluded.
 - Fixed term - the employment contract says FROM WHEN - UNTIL WHEN the employment relationship lasts. You can only have a fixed-term contract 3 times in a row (for maximum 3 years each time). After that you must have a contract for an indefinite period. But there are exceptions!
 - Open-ended contract - the employment contract does not specify the duration of the employment relationship

! ATTENTION ! - FOR FOREIGNERS, THE DURATION OF THE EMPLOYMENT RELATIONSHIP MAY BE AFFECTED BY THE DURATION OF A VALID RESIDENCE PERMIT IN THE CZECH REPUBLIC !

- **Trial period** - usually lasts 3 months. This is a period of time to see if the job suits you. During this time, you or your employer can terminate your employment without giving



FINANCOVÁNO
EVROPSKOU UNÍÍ
AZYLOVÝ, MIGRAČNÍ
A INTEGRAČNÍ FOND



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY



Projekt "Centrum na podporu integrace cizinců v Ústeckém kraji" AMIF/31/03 je financován Evropskou unií v rámci národního programu Azylového, migračního a integračního fondu a rozpočtu Ministerstva vnitra České republiky.

Employment in the Czech Republic – *Employment contract*

a reason. The termination must be in writing. During this time, you can receive what is called a starting salary, which will be increased after the end of the 3-month trial period. The change in salary is usually recorded in an addendum to the employment contract.

! ATTENTION ! IT IS ILLEGAL TO WORK ON A TRIAL BASIS (FOR TRAINING) WITHOUT A CONTRACT!

- **Salary** - the employment contract states the gross salary. Income tax, health insurance and social security are deducted from this amount. In the Czech Republic, the minimum wage is set by law. The wage is paid in arrears for the calendar month worked, usually once a month.

! ATTENTION ! YOUR INCOME MAY AFFECT YOUR APPLICATION FOR RESIDENCE OR, IF YOU ARE A PERMANENT RESIDENT, THE AMOUNT OF YOUR PENSION.

- **Vacation entitlement** - the number of days or hours you can take before the end of the calendar year. Taking vacation must be approved in advance by your employer.
- **Working hours** - full-time working hours are set at 40 hours per week in the Czech Republic. In the case of part-time work, the number of hours per week is reduced. At the same time, the wage, vacation entitlement and other benefits provided are also reduced.

IF YOU ARE UNSURE ABOUT YOUR SITUATION, IT IS BETTER TO CONSULT WITH SOMEONE. AT THE CENTRE FOR THE INTEGRATION OF FOREIGNERS, WE WILL BE HAPPY TO HELP YOU. PLEASE MAKE AN APPOINTMENT IN ADVANCE.



FINANCOVÁNO
EVROPSKOU UNIÍ
AZYLOVÝ, MIGRAČNÍ
A INTEGRAČNÍ FOND



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY



Projekt "Centrum na podporu integrace cizinců v Ústeckém kraji" AMIF/31/03 je financován Evropskou unií v rámci národního programu Azylového, migračního a integračního fondu a rozpočtu Ministerstva vnitra České republiky.