

DUAL EMPLOYEE CARD

CHANGE OF JOB POSITION OR WORK LOCATION

The dual employee card is intended for foreigners without free access to the labor market who require a residence permit for more than 90 days. It is a long-term residence permit for the purpose of employment—specifically for a designated job position with a particular employer!

IN THE EVENT OF A CHANGE OF EMPLOYER, OR A CHANGE OF A JOB POSITION AT YOUR CURRENT EMPLOYER, IT IS NECESSARY TO REPORT THIS TO THE MINISTRY OF THE INTERIOR OF THE CZECH REPUBLIC!

What kind of changes at the employer need to be reported?

You are required to report any significant changes that affect your employment contract or if you are asked to sign an amendment to the employment contract. For example, changes like a new job position (job duties) or a change in the location of work!

- You don't need to report minor changes, such as a change in the workplace within the same municipality, salary increases, home-office arrangements, or a change in the employer's name. If you're unsure whether a change needs reporting, it's better to report it!

The form to use is called the Employee Cardholder Notification of Change of Employer, Job assignment, or Employment in additional job with the same or additional employer.

- More information and the form can be found [here](#).



Why is it important to inform the Ministry of the Interior of Czech Republic about changes? *If an inspection from the Labor Inspectorate occurs at your workplace and identifies any deficiencies, it may be considered illegal work. This could lead to the revocation of your employee card.*

Practical examples:

If the company you work for relocates or changes its business identification number (IČO), any such change also affects your employment contract, which needs to be amended. Therefore, it is necessary to submit a notification of the change.

In your contract, it is written that you work in the company where you are employed at the branch in Ústí nad Labem. However, the company also has a branch in Chomutov. Even if you are performing the same job position, you cannot be transferred to Chomutov unless this is specified in your original contract. If you are moved to the Chomutov branch, you must submit a notification of the change.

For example, you work as a production operator. If there is a shortage of employees in the "gardening" section, your employer may want to send you there for assistance. However, this cannot be done! Gardening is not part of your job duties, and during an inspection, this situation could be classified as illegal work. This may lead to the revocation of your employee card.

WORKPLACE AND JOB DUTIES ARE PART OF THE EMPLOYMENT CONTRACT. DO NOT LET YOURSELF BE SENT TO A DIFFERENT WORKPLACE OR PERFORM A DIFFERENT ACTIVITY. THIS COULD BE CONSIDERED ILLEGAL WORK. IF THERE IS TO BE A TRANSFER TO ANOTHER JOB POSITION, IT MUST BE DOCUMENTED IN WRITING, SUCH AS IN THE FORM OF AN AMENDMENT TO THE CONTRACT. HOWEVER, REMEMBER TO REPORT THIS CHANGE!



Spolufinancováno
Evropskou unií



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY



Poradna
pro integraci

Projekt "Centrum na podporu integrace cizinců v Ústeckém kraji" reg. č. CZ.12.01.02/00/23_008/0000008 je financován OP AMIF a MV ČR.