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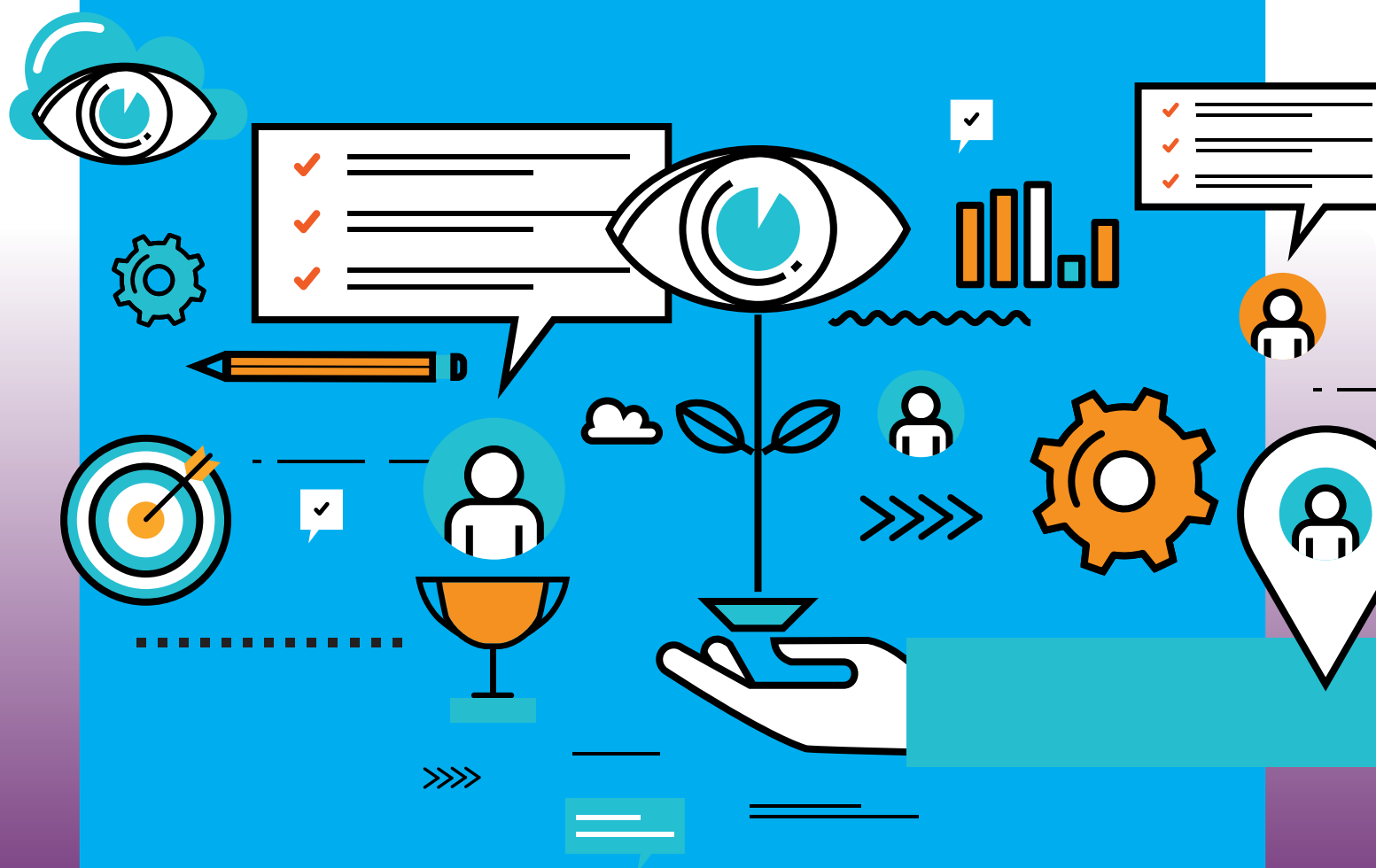


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Your guide to the world of employment:

how to find a job,
know your rights, and
protect yourself



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1

Ways to find a job

The first and safest way is to directly approach an organisation or company offering a job that matches what you are looking for.

Work directly for a company

Job vacancies can be found on the following websites:

www.prace.cz | www.jobs.cz | www.volnamista.cz | www.profesia.cz | www.pracezarohem.cz

A trustworthy job advertisement always includes the company name, work location, salary conditions, job description and the type of contract. The contract must always be signed – even for foreigners or EU citizens – at the latest on the first day of work.

If you're employed directly by a company, your salary will be paid into your bank account specified in the employment contract you signed.

The only obstacle may be the language barrier, as not all employers speak Ukrainian. In this case, you can contact social services and ask for help from an intercultural worker who can assist you with translation. Examples of such services can be found in the Assistance Services section (link).

This type of employment is less risky – if your rights are violated, you can defend yourself based on your employment contract.

Employment agency

Another way to find a job is to contact an employment agency. They will offer you available job positions that you can either accept or decline. You are employed directly by the company; the agency merely acts as an intermediary providing the necessary information.

This type of employment is fairly safe, as long as the employment agencies are officially registered. All employment agencies must be listed in the official register available on the website of the Ministry of Labour and Social Affairs of the Czech Republic.

The services of employment agencies are free of charge. If someone asks you to pay a fee, or if the agency is not listed in the register, it's probably not an official agency, but an intermediary company.

Intermediary company

Intermediary companies function in a similar way to employment agencies but are not officially registered. They often charge a commission for mediating employment, either directly or through deductions from your salary.

The salary is typically paid cash 'in hand' or 'in envelope', and the company may keep part of your earnings – sometimes up to 10%, 20%, or even 50%! In such cases, you won't know the true value of your work.

On top of that, it is harder to defend your rights – you may face issues like unpaid wages, denial of sick leave, no insurance, or sudden termination of your employment. You usually only have a contract with the intermediary company, which makes it quite difficult to prove where you worked and under what conditions.

Client/client-based system

The most dangerous way of getting a job is a client-based system, where you're hired by a private individual without any formal contract. You're working illegally and getting paid an agreed amount, which is usually lower than the standard rate in the given field.

In this kind of work you have no legal protection at all. There's no contract and no guarantees. The client receives money from the employer and only passes on some of it on to you. You have no idea how much you're actually earning, and there's no certainty that you'll get paid at all.

This often leads to unpaid salaries, an inability to claim sick pay, or other violations of your rights. This kind of work is illegal.

One major risk is a false sense of security – the client speaks your language and seems friendly and helpful, but his/her goal is to make money off you, not to help you.

Be cautious and always try to find out who you're dealing with.

Regardless of how you have been employed – whether through an agency, an intermediary or a client – **you are entitled to legal support and advice in the Czech Republic** if your labour rights are violated.

Once you show up at the workplace and start working, even without a signed contract, you enter into an oral employment agreement. Under Czech law, this is treated as **a valid labour-law relationship**. Your employer is therefore obliged to pay you a salary, ensure safe working conditions and fulfil their other obligations.

If you encounter any problems, you can seek help from **professional advisory centres, lawyers, trade unions or NGOs** that specialise in helping workers – including foreigners. [\(link\)](#)

Don't be afraid to stand up for yourself – Czech law protects you.

2

Basics of Czech labour law

If you have been granted **temporary protection** in the Czech Republic, you can work without a work permit. You only need to arrange an employment contract or another type of agreement with your employer. The employer must then report your start of work to the Labour Office.

If you work in the Czech Republic, it's important to understand your rights and the responsibilities of your employer, especially if any problems arise, so you know what you're entitled to. It's also helpful to understand your employer's obligations to make sure they don't demand you do something you're legally entitled to refuse.

Employment contract

When you start working, your employer must sign an employment contract with you.

Required particulars of the contract:

- It must be made in writing and in two copies – one for you and one for your employer.
- It must specify:
 - what kind of work you'll be doing;
 - where you'll be working;
 - when you'll start working.

If a trial period is agreed in your contract, it can last up to 4 months for regular positions, or up to 8 months for supervisory roles/positions. During this time, both you and your employer can easily terminate your employment.

Within one month after you start work, the employer must provide you with additional information (if it's not already included in the contract). For example:

- the exact name of the company (employer);
- your job title and work location;
- how many days' leave you are entitled to;
- your salary;
- how many hours you'll work per day/week;
- how long the notice period is (now the notice period on the employer's side can be 1 month);
- whether the company has concluded a collective agreement (e.g. with trade unions).

What are the benefits of an employment contract?

- Sick pay – if you get sick and you have sickness insurance, you are entitled to receive money while you are off sick.
- Pension – if you work legally and pay levies, this counts towards your pension.
- Leave – if you work for at least 60 days, you are entitled to 4 weeks' paid leave per year.

Your employment contract may be concluded:

- for a fixed term (e.g. one year);
- for an indefinite term (without limitation).

Salary in 2025

- The minimum monthly pay is CZK 20,800.
- The minimum hourly rate is CZK 124.40.

Working hours

- Maximum 40 hours per week.
- If your work is evenly distributed, you can work up to 9 hours per day.
- For irregular working hours (e.g. shift work), you can work up to 12 hours per day.
- If your working hours are flexible, you agree on the start and end times of your shift with your employer.

Breaks and rest

- You are entitled to a break of at least 30 minutes after 6 hours' work at the latest.
- You must have at least 12 hours of rest between shifts.
- If you work at night, you must not work more than 8 hours within a 24-hour period.

Overtime

- Overtime (work outside your standard working hours) and its compensation must be specified in the contract.
- You are not automatically entitled to overtime unless it is specified in the contract.

Under 18?

- ✎ If you are between 15 and 18 years old, you can work up to 8 hours a day and 40 hours a week.
- ✎ Night work is prohibited – you are not allowed to work between 22:00 and 6:00.
- ✎ If you are over 16 years old, you can work up to 1 hour at night, but only if it is related to your vocational work experience and you are directly supervised by someone over 18 years old; the extra hour at night must follow immediately after a day shift.

Overtime is not allowed – if you are asked to work beyond your scheduled working hours, you have the right to refuse.

Under 15?

If you're 14 or older, you can earn extra money during the summer holidays. You must have written consent from your legal guardian (parent, foster parent), and the job should only involve light work. You can work up to 7 hours a day and 35 hours a week.

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What types of contracts exist?

Agreements on work outside an employment relationship (agreements to complete a job and agreements to perform work)

In the Czech Republic, besides a regular employment contract, you can also work under **an agreement to complete a job (DPP)**, or **an agreement to perform work (DPČ)**.

These types of agreements are governed by different rules and are more suitable for short-term or less regular work.

Basic information for foreigners (e.g. employee card holders)

- If you have **an employee card with free access to the labour market**, you can **only** work **under an agreement to perform work (DPČ)**; working under an agreement to complete a job (DPP) is not allowed in this case.
- **Both agreements must be made in writing.** You must always receive your own copy of the agreement.
- **These agreements do not give you the same rights as a standard employment contract.**
- If you need a **work permit** to work, this also applies on agreements to complete a job and agreements to perform work. Working without a work permit is **illegal**.

Agreement to complete a job (DPP)

- You can work **up to 300 hours per calendar year for one employer**.
- If you have multiple agreements to complete a job with different employers, each can be up to 300 hours per year.
- If you earn **more than CZK 11,500 a month**, your employer must pay **social and health insurance** for you.
- **You are entitled to leave if** the agreement lasts at least 28 days and you work at least 80 hours.
- If you hold **an employee card**, **you can't work under an agreement to complete a job**.
- After the work is completed, your employer must provide you with **a certificate of employment**. You can also request **a work reference**, which must be provided within 15 days.

Agreement to perform work (DPČ)

- The work must not exceed, **on average, half of standard working time**, i.e. approximately 20 hours per week.
- If you hold **an employee card**, you must work at least **15 hours a week** and your salary must meet the minimum salary in the Czech Republic.
- Agreements to perform work must include a detailed **job description, remuneration, working hours and the duration of the agreement**.
- The agreement may be terminated by mutual consent or by notice – **without giving reasons**. In the case of termination by notice, a **15-day notice period** applies, starting from the day the notice is delivered.
- **You are entitled to leave if** the agreement lasts at least 28 days and you work at least 80 hours.
- Just like with the agreements to complete a job, you are entitled to **a certificate of employment**, and you can request **a work reference**, which must be provided within 15 days.

What do you get after completing the work?

- After the work is completed, your employer must provide you with **a certificate of employment** with information about your employment and the work you performed.
- If you have any problems, you can contact the **tax office, social security administration, health insurance company or labour inspectorate**.

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Remote work: What you should know before you start

Online work, or remote work, is becoming more and more common. It means performing your job from home, a café, or even from another city. This type of work is often performed for a foreign employer and requires independence, responsibility and good communication skills.

Whether you're starting out as a graphic designer, programmer, social media administrator or customer service agent, it's important to get a few basic things straight up front.

What to arrange with your employer:

How you'll track your working hours

Agree in advance whether you'll use online time tracking, an app or perhaps a spreadsheet. Clear terms = less confusion and greater certainty.

What equipment your employer will provide you

If you work from home but need a laptop, phone or access to company systems, your employer is legally required to provide you with everything you need to perform your job.

Cost reimbursements – e.g. electricity or internet

If you work from home, you may be entitled to compensation for costs such as electricity or internet. Since 2023, you and your employer must agree in writing and in advance whether these costs will be reimbursed. The usual method is a flat-rate reimbursement, which has been set at CZK 4.80 per hour worked from home since 2025. But beware: if you and your employer specifically agree that you don't want compensation, your employer is not obliged to provide it.

How is the contract signed in this case?

Even if you work online, an employment contract must be signed. You have two options:

- Electronic signature (e.g. via a verified app);
- In writing by post – you each sign the contract and send it to the other.

Your rights when working online

You are entitled to a salary, work breaks and safe working conditions. Working from home is still work – the same rules apply.

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Salary and levies

a) Difference between gross and net salary

Gross salary is the total amount of money your employer promises to pay you for your work, before any deductions. Insurance levies and taxes must be deducted from your gross salary, however.

Net salary is the amount you actually receive in cash or into your bank account.

For example, if your gross salary is CZK 20,000, after deductions for taxes and levies you might receive CZK 14,000 as your net salary.

b) What are levies?

Levies are deductions from your salary for social and health insurance and taxes. These are contributions towards social insurance (sickness and pension), health insurance and state employment policy. They help cover situations like illness, retirement or healthcare.

What levies does the employer pay?

- The employer pays contributions to social insurance (sickness and pension) and to the state employment policy for you. These levies are paid every month.
- The employer also pays for your health insurance.

What are not levies?

- Your net salary, the amount of cash in hand you actually receive, is not a levy.
- Money for your work that your employer has promised but hasn't paid you is also not a levy.
- Money your employer owes you is not a levy either – you should not work if you are not being paid.
- If you accidentally break something at work and your employer demands you pay for it, they must first prove that you were at fault for the damage caused.

Don't work for the mere promise of pay

- Never agree to work now and get paid some time later.
- If your employer refuses to pay you, stop working and demand your money.
- Your salary must be paid according to the contract and on time.

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Occupational health and safety

Your health is more important than how fast you work or how much you get done. Work should never put you in danger.

If you are an employee (you have an employment contract):

- You have the right to refuse work that poses a serious and immediate threat to your safety or the safety of others.
- Your employer cannot punish you for refusing to perform dangerous work.
- The employer must ensure safe working conditions and pay for your protective equipment, training and medical check-ups.
- Safety training must be conducted in a language you understand well.
- If you work in a high-risk environment, your employer must provide you with protective clothing, footwear or a helmet free of charge.
- Your employer cannot force you to perform work that could harm you, nor can they financially encourage risky behaviour.

Your responsibilities as an employee:

- Follow your employer's instructions and use protective equipment.
- Report any defects, malfunctions or work-related accidents.
- Do not drink alcohol or take drugs in the workplace, and do not come to work under their influence.
- Help keep the workplace safe and clean.

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Do not agree to work if:

- You are asked to pay for the job or for visa services, or conversely, if you are offered free travel and accommodation, or promised that documents will be provided to you for free;
- You don't have enough information about your job, such as about the work location, salary, company name or address;
- When you ask about job details, you get answers like: "You'll find out later" or "They'll tell you everything when you get there" or "I don't have time now, but I'll explain everything in detail later";
- You are refused a written employment contract, the signing is delayed, or you are not given enough time to read it;
- The contract does not specify the salary, payday, working conditions, work location etc.;
- Either the contract is written in a language you don't understand and you don't get a copy to read through, or you are pressured to sign it quickly;
- or if the contract refers to documents you haven't seen or read;
- The original agreement differs from the actual terms. For example, you agreed to work in a warehouse but you were assigned to a production line;
- Additional tasks are added to your job that are not part of your duties; you are asked to provide services you did not agree to - including sexual services - whether suggested or forced on you;
- Your payday is repeatedly delayed, or you are only given an advance payment with a promise that the rest will be paid later;
- You are asked to work more than 40 hours a week (e.g. 6 days a week) and you face various penalties for refusing to comply;
- You are required to work whenever the employer demands, and you have to be constantly available;
- You are asked to help with a job task without being paid for it. This kind of assistance is still work, and it deserves compensation;
- You are asked to do something illegal. Even if you're under 18, you will still be held responsible;
- You are asked to lie, or someone tells you what to say when questioned, such as during an inspection, a doctor's visit, or when dealing with social services;
- Your employer doesn't pay any insurance for you;
- You don't get paid for overtime;
- You aren't given leave or your leave is unpaid;
- You don't receive the necessary work clothing, tools or materials.

Beware if you encounter these situations when dealing with your employer – they may be a warning sign of fraud, or at least dishonest behaviour.

What to watch out for!

- ✎ Don't sign an employment termination agreement without consulting someone first if the reason for termination entitles you to severance pay. (Severance pay is the money you receive when a company terminates your employment – for example, if your position is being abolished). You might not get money you're entitled to.
- ✎ Don't take leave just based on a verbal agreement with your supervisor. Always request written confirmation.
- ✎ Never start working without a signed employment contract. A verbal agreement is not enough – without a written contract you have no legal protection.
- ✎ If you are on sick leave, do not work, and stay at the address you gave your doctor. Violating these rules could lead to losing your sick pay and cause problems with your employer.

8

What to do when...

a) What to do when you are sick

- See a doctor
 - They will issue you a sick note – a confirmation that you are unfit to work.
- Let your manager know
 - Even if the doctor sends the sick note electronically, it is polite to let your employer know.
- Incapacity for work and your pay
 - Your employer pays you for the first 14 days. From day 15 onwards, you receive sick pay from the state (the Czech Social Security Administration).
- What you need
 - An employment contract with sickness insurance.
 - Health insurance in the Czech Republic.
 - Preferably an bank account in the Czech Republic.

b) What to do if someone is bullying you at work?

Workplace bullying means that someone at work repeatedly humiliates, mocks or insults you, or intentionally makes your job more difficult. It could be a colleague, a superior, or even several people at once. This is sometimes called “bossing” (when you are bullied by your boss) or “mobbing” (when you are bullied by a group of people).

Example: You're new at work and your colleague keeps making fun of you. He belittles your work and mocks you because of your origin – he makes unpleasant references to your nationality, curses at Ukrainians or criticises your Czech. He does it in front of others and no one stands up for you. You start feeling scared to go to work.

If you feel up to it, you can calmly and clearly tell your colleague that it bothers you, for example: “The things that you say about Ukrainians offend me. Stop doing that.” Sometimes this is enough to make them realise they've gone too far.

But if this doesn't help, you have other options to solve the problem.

- Inform your supervisor. It is his/her duty to deal with such matters.
- If your supervisor doesn't do anything either, contact HR (human resources department). They should be impartial and they have ways and means to address the situation.

If you're not being listened to at work or feel like you're not taken seriously, you can contact a lawyer or a non-profit organisation that assists people dealing with workplace bullying or discrimination, including foreigners, such as:

[La Strada](#), [SIMI](#)

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Human trafficking:

Human trafficking is a crime defined under Section 168 of the Criminal Code ([link](#)). The law provides a long and detailed definition that includes three key components: **recruitment**, **coercion** and **exploitation**. For an act to qualify as human trafficking, all three components must be present.

Forced labour is one of the most prevalent forms of human trafficking, occurring both in the Czech Republic and abroad. Examples include work in office cleaning, childcare, apartment and home repairs, crop harvesting or warehouse work. Cases of forced labour typically start with insufficient pay and poor working conditions, gradually escalating to manipulation, lies, threats or even restrictions on personal freedom.

Human trafficking can also take other forms, such as coercion to commit crimes, coercion to provide sexual services, forced begging and other practices.

Labour exploitation vs. human trafficking

Labour exploitation falls under civil law, and is in most cases addressed through negotiations with the employer or in civil court. Typical examples are unpaid salaries, unpaid overtime or unresolved work-related accidents.

Human trafficking, on the other hand, is a criminal offence and is prosecuted in criminal proceedings. The main difference lies in the degree of coercion and restriction of personal freedom. The victim is unable to refuse to perform the activity or feels powerless to do so—often due to fear, hardship, financial dependence or isolation.

Forms of coercion may include:

- Control of movement, phone calls and emails (at work or in the place of accommodation);
- Penalties for unfulfilled work tasks or failing to secure clients;
- All kinds of threats;
- Misinformation and providing false information about the working environment;
- Physical violence;
- Psychological pressure or manipulation;
- Denial of food, sleep, fluids or medical care;
- Offering or forced use of addictive substances (drugs, alcohol).

Warning signs in the workplace

that may indicate labour exploitation or human trafficking.

Beware if:

- You are being assigned tasks outside your duties or the original agreement;
- You work more than 40 hours a week, e.g. 6 days a week;
- Various penalties are deducted from your salary;
- You are forced to provide services you did not consent to (including sexual services);
- You are required to be available at all times, you have to work whenever the employer so demands;
- You aren't paid on time; you only receive part of your pay, with the promise that the rest will be paid later.

The situation is serious and you may be in danger

Beware if your employer:

- Behaves inappropriately towards you or others (e.g. crossing boundaries, being aggressive, harassing or physically abusing you);
- Keeps you from seeing a doctor even if you don't feel well;
- Won't allow you any free time or rest;
- Seizes your personal documents or other belongings for safekeeping or as collateral;
- Restricts your access to the internet or phone;
- Locks you in the workplace or controls your movements;
- Restricts your contact with other people, including your loved ones;
- Prohibits you from leaving the workplace or attending social services;
- Denies you food, drink or sleep;
- Threatens you with deportation, the police, debts, violence or even death for you or your loved ones.

If you are planning to work abroad, remember:

- **Don't give your documents to anyone.**
- **Take enough money with you, at least for the trip back.**
- **Don't sign anything you don't understand.**
- **Stay in touch with your friends.**
- Let your loved ones know where you are going and for how long; find out the name and exact address of the company.
- Agree on how often you will contact them and agree on a code word to use in case of danger.
- Take a spare mobile phone that no one knows about, with the phone numbers of your loved ones and emergency helplines saved on it.

Other crimes you may encounter at work:

Extortion (Section 175):

Using violence or the threat of violence or of other serious harm to force someone to do something, to not do something or to tolerate something is punishable by imprisonment for a term ranging from 6 months to 4 years or a fine.

Oppression (Section 177):

Forcing someone to perform an act by exploiting their distress or dependence is punishable by imprisonment for a term of up to 1 year or a ban on activity.

Soliciting prostitution (Section 189):

Forcing or enticing someone to engage in prostitution or profiting from prostitution is punishable by imprisonment for a term ranging from 6 months to 4 years, a ban on activity or forfeiture of property.

La Strada offers a more detailed explanation and the opportunity to discuss your situation. You can contact La Strada anonymously.

c) Practical advice

- Trust your intuition and avoid suspicious offers.
- Take your time and think about it.
- Always try to find out as much information as possible about the company you will be working for and about your duties and working conditions.
- Demand official contracts; always keep a copy or photo of them.
- Don't sign anything you don't understand.
- Make copies of all documents and never give them to anyone.
- Keep a record of the hours you work.
- Take a picture of everything you sign.
- Find out the full name and position of the employee you're dealing with, save their phone number and take screenshots of agreements concluded over phone or via social media.
- Insist that your salary is paid into your bank account, or have a receipt signed for the money you receive.
- Don't provide services you have not agreed to.
- Save the numbers of the embassy, police and emergency lines on your phone.
- Remember that employment must always be terminated **in writing** by both parties.

10

Who can help you

Organisations providing assistance

Nationwide:

- List of the Ministry of Labour and Social Affairs: [Non-governmental non-profit organizations \(NGOs\) – Foreigners](#)
- [Centres for Integration of Foreigners](#)
- Caritas Czech Republic, integration helpline: +420 731 432 431
ukraina.info@charita.cz (in Ukrainian)

in Prague:

- People in Need, helpline: + 420 770 600 800
- Integration Centre Prague: www.icpraha.com
- Centre for Integration of Foreigners: <https://www.cicops.cz/cz>
- Organization for Aid to Refugees: <http://www.opu.cz>
- Counseling Centre for Integration: <http://www.p-p-i.cz>
- Archdiocesan Caritas Prague <https://praha.charita.cz/sluzby/migrace>
- InBáze: www.inbaze.cz
- LIA helpline: +420 800 601 020 <https://www.linkabezpeci.cz/ukrajina-pomoc>
- META: Association for Opportunities of Young Migrants
www.meta-ops.cz
- <https://www.krizova-pomoc.cz/seznam-specializovanych-linek>

La Strada

La Strada is a non-governmental, non-profit, specialised organisation dedicated to assisting

individuals who have become victims of exploitation and trafficking. You will receive guidance on how to proceed, while your identity will remain confidential.

<https://www.strada.cz/hledam-pomoc/>

SIMI

The Association for Integration and Migration (SIMI) is a human rights organisation that helps defend the rights of migrants and provides them with comprehensive, non-discriminatory support. SIMI provides free legal, social and psychosocial counselling and intercultural support services for migrants and refugees in the Czech Republic.

<https://migrace.com/>

- Labour Inspectorate (workplace safety and employment authority)
 - Are you not getting paid, or is your salary lower than it should be?
 - Are you working without a contract or illegally?
 - Are you working excessive overtime, or is your employer making you work longer hours than agreed?
 - Is your employer violating safety regulations or forcing you to perform hazardous tasks?
- Trade unions
 - If your employer has a trade union, you can contact them if you encounter issues with your salary, contract, or working conditions, such as delayed payments.