

How to inform the employee of the working conditions?

At the beginning of the employment relationship, the employee must be given information about their working conditions

§ 5 of the Employment Contracts Act lists data that the employee must be informed of before starting work, such as: the details of the employee and the employer, time of entry into work, wages and working time, payday, duration of leave, collective agreement. At the beginning of an employment relationship, it is always worthwhile to negotiate all the rights and obligations of the parties and to record them in writing.

The employee can be informed of the working conditions either:

In the employment contract

or

In the employment contract and the accompanying document

In doing so, it is important to make a clear distinction between the terms agreed to between the parties and the information communicated to the employee. The employee and the employer decide by mutual agreement what conditions are important to them and what they wish to agree on in the employment contract (e.g., wages, working time, duties, etc.). Information on all working conditions does not necessarily have to be contained in the employment contract, but may be contained there.

If the employment contract contains all of the data on all of the working conditions, then the employer's obligation to notify the employee is considered fulfilled.

If the employment contract does not contain all of the information mentioned above, the employer may notify the employee about it in the appendix of the employment contract, as reference to the

The working conditions agreed on in the employment contract can only be changed by mutual agreement of both of the parties. There is no need to reach a separate agreement to amend the information that the employee was informed of unilaterally.

The procedure for notification of working conditions will be specified from August 1 2022.

In the future, information on the following conditions must also be provided to the employee at the beginning of the employment relationship: provided training, the procedure for the performance and compensation of overtime work, the protection accompanying the payment of taxes and payments, leave compensated by the employer, the form of cancellation of the employment contract and the obligation to justify the cancellation, and the duration of the probationary period.

If an employee works with an employer **before August 1**, the employer does not need to refile all employment contracts or other information documents filed so far. The employer must provide additional information on the working conditions when the employee asks for it.

Employees who are employed by the employer **On August 1 or later**, must be notified according to the new procedure. Therefore, the employee must be provided with more information than before.

