



Progetto co-finanziato
dall'Unione Europea



MINISTERO
DELL'INTERNO

Fondo Asilo Migrazione e Integrazione 2014-2020
Obiettivo Specifico 2. Integrazione / Migrazione Legale - Obiettivo Nazionale
ON 3 - Capacity building - Circolare Prefetture 2021 - VI sportello
AGATA - Accoglienza e Legalità nella provincia di Pesaro-Urbino
Prog- 3785

PRACTICAL INFORMATION ON RIGHTS, PROTECTION, AND TOOLS OF THE WORLD OF WORK

- 1. Types of contracts**
- 2. Rights and duties of the employee**
- 3. Support measures**
- 4. What is labour exploitation**



LABIRINTO
cooperativa sociale





CONTRACT TYPES

EMPLOYMENT, you do the work in exchange for a fixed salary provided for by collective agreements. The employer has the power to indicate the time, place, and method of work

subordinate employment contracts can be:

- indefinite [no expiry] or fixed term [yes, expiry]
- part-time [less than 40 hours per week] or full-time [40 hours per week]
- intermittent / on-call when the employer requires work to perform activities on a non-continuous basis, even for predetermined periods during the week, month, or year

The contract must be in writing and signed by both parties (employer and employee) and must contain the following information:

- the tasks to be performed
- the timetable
- the place
- the salary
- referring to the CCNL

What is the CCNL

The CCNL stands for National Collective Labour Agreement. In Italian labour law, the CCNL is a contract within which regulatory and economic aspects regulate employment relationships in various compartments and sectors. In the private sector, the national collective bargaining agreements are stipulated at the national level between the trade unions of the most representative workers (according to criteria established by the regulations in force) and the associations representing the employers/women, which jointly predetermine the discipline of individual employment relationships and part of their reciprocal relations.

REMEMBER! It is important to have a contract

- to get the contributions from INAIL that protect you in case of occupational illness or accidents at work
- to get the contributions from INPS that protect you in case of illness
- to get pension contributions and any social safety nets (diss-call; naspi; redundancy fund)

Other forms of work

SELF-EMPLOYMENT you must open a VAT number and issue invoices. You can work when, where, and how you want, you are only obliged to achieve the result requested by the client. you determine the cost of your work. You can have several clients (or client package) Some examples of self-employment are: craftsman; trader; direct farmer (ex: shoemaker, plumber, electrician, street vendor (stall at the markets), greengrocer).

PARA-SUBORDINATED WORK - Performance with a coordinated and continuous collaboration contract; between two subjects: the collaborator (who gives the work) and the client (who benefits from the work), has intermediate characteristics between self-employed and subordinate work.

PERFORMANCE WITH OCCASIONAL COLLABORATION CONTRACT (for short services that do not exceed 5,000 euros in the calendar year).



RIGHTS OF THE WORKER

Rights for subordinate workers

- remuneration
- working hours
- weekly rest
- holidays and festivity
- marital leave
- maternity/paternity
- right to study
- illnesses and accidents at work / occupational diseases
- job security
- trade union activity
- strike
- call to arms
- equality between men and women

Are you a self-employed or para-subordinate worker?

Maternity and sickness are guaranteed only in the case of enrollment in the separate management or if provided for by your professional body.

If you want to know more about your rights, contact the trade unions:

CGIL, via J. Gagarin 179, 61122 Pesaro (provincial office)
Tel. 07214201

CISL, via Porta Rimini 14, 61121 Pesaro (provincial office)
Tel. 072135604

UIL, via P. Togliatti 17, 61121 Pesaro (provincial office)
Tel. 072130666



THE PAY-ROLL FOR EMPLOYMENT AND PARA-SUBORDINATED WORK

The pay slip is a document that the employer must necessarily deliver to the employee. In the pay slip, you will find written how much you have earned during the month of work. The total amount of money that is given to you at the end of the month is what you find under the heading “net in an envelope”, i.e. the result of the difference between what you are entitled to and what is withheld (contributions, taxes or other withholdings, union memberships, assignment of the fifth, any loans, etc.).

Even if different from each other, all pay slips must have by law:

- the data of the employer
- data on the employment relationship
- data of the worker
- the reference period of pay (the month or pay period)
- skills and sums withheld - skills are all sums of money due for the employment relationship (base pay, any additional pay elements established by the CCNL, seniority, allowances, arrears, bonuses, etc.), withholdings are all sums withheld from any title (social security contributions, tax, any salary-backed loans, any union proxies etc).

It is always essential to keep all the payslips that you receive because through these documents it is possible to make a claim on lost wages or to find and correct any anomalies.

Don't know how to read your paycheck or do you have doubts about your paycheck? Contact the trade union offices:

- **CGIL**, via J. Gagarin 179, 61122 Pesaro (provincial office) Tel. 07214201
- **CISL**, via Porta Rimini 14, 61121 Pesaro (provincial office) Tel. 072135604
- **UIL**, via P. Togliatti 17, 61121 Pesaro (provincial office) Tel. 072130666



SUPPORT MEASURES

Ordinary or derogatory redundancy fund

It is up to you if:

- you are an employee and have worked for at least 90 days on the date of submission of the relative application, with the exception of executives

Naspi (unemployment benefit)

It is up to you if:

- you have paid at least 13 weeks of contributions in the last 4 years and you have been fired or you have resigned for just cause

Diss-coll

It is up to you if:

- you are a research fellow or PhD student, or coordinated and continuous collaborator, even on a project basis

- you are registered in the separate management of INPS and you have been fired or you resigned for just cause, or the fixed-term contract is not renewed

- you have at least 1 month of contributions between 1 January of the year preceding the termination of work and the termination of the work itself

Do you want to know if you are entitled to any support measures? Contact the trade union offices:

- **PATRONATO INCA CGIL**, via J. Gagarin 179, 61122 Pesaro (provincial office) Tel. 07214201
- **PATRONATO INAS CISL**, via Porta Rimini 14, 61121 Pesaro (provincial office) Tel. 072135604
- **PATRONATO ITAL UIL**, via P. Togliatti 17, 61121 Pesaro (provincial office) Tel. 072130666



WHAT IS WORK EXPLOITATION?

The victim of labour exploitation is a person whose state of vulnerability is such as to strongly compromise their freedom of choice, inducing them to accept unfair working conditions following the exploitation of their state of need by intermediaries and users.

Do you want to know if you are a victim of labour exploitation? Answer the following questions!

- Have you started working but your employer did not make you a contract?
- Are you on probation but haven't signed a contract?
- Does your pay not correspond to the provisions of the CCNL?
- Are your actual working hours longer than your contract?
- Don't you have weekly rest? Are you not allowed rest periods?
- Are safety rules not respected in the workplace (use of unsafe stairs, absence of fire extinguishers, lack of gloves, masks, shoes, and accident prevention helmets, if any) and/or hygiene rules?
- Are you under surveillance?
- Has your employer or an intermediary provided you with degrading accommodation?
- Do you have unpaid salaries and/or unused holidays?
- Has your employer not paid your social security contributions?
- Were you fired without just cause?
- Is your overtime not paid?
- Is your right to maternity/paternity not recognized?
- Have you not been paid the severance indemnity (TFR)?
- Has your employer or an intermediary withheld your passport?



If you answered **yes to one or more of the previous questions** it could mean that you are a victim of labour exploitation. Italian law provides for forms of protection and assistance to workers who are victims of exploitation.

You can contact:

- **ISPETTORATO DEL LAVORO**

Piazzale G. Matteotti, 32 61121 Pesaro Tel. 07211548401

- **CGIL**, via J. Gagarin 179, 61122 Pesaro (sede provinciale)
Tel. 07214201

- **CISL**, via Porta Rimini 14, 61121 Pesaro (sede provinciale)
Tel. 072135604

- **UIL**, via P. Togliatti 17, 61121 Pesaro (sede provinciale)
Tel. 072130666

- **Numero verde contro la tratta (The toll-free number against trafficking) 800.290.290**

Do you want to consult the extended version of the brochure?

Scan the QR code and you can consult it whenever you want!

(Full version only available in some languages)

