

ACADEMY OF POLISH LABOUR LAW in business

Program

Session I.

Sources and principles of labour law. Employment relationship, legal sources of employment, alternative forms of employment:

- sources of labour law, including labour collective agreements, collective agreements, regulations and statutes,
- company social benefit fund,
- employment relationship,
- employment contracts,
- content of the employment contract,
- employment contracts vs civil contracts,
- employment of managerial staff,
- self-employment,
- outsourcing vs labour relations,
- temporary work,
- takeover of the establishment.

Session II

General Data Protection Regulation (GDPR) and right to privacy. Remote work.

Information obligations:

- GDPR in recruitment and employment relations,
- employee privacy protection, including monitoring,
- recruitment.
- information obligations of an employer,
- mobile work (home office).

Session III

Termination of employment relationship e.i. when and how to part. Employer's obligations.

- employment contract termination by the employer (grounds, procedure, method of delivery, who is subject to protection)
- employment contract termination by the employee,
- a collective layoffs,

- voluntary departure programme,
- what can an employer demand in connection with termination of an employment contract by the employee,
- employee claims related to termination of employment contract.

Session IV

Employee and employer rights and obligations. Employee documentation.

- employee and employer responsibilities,
- non-competition,
- occupational health and safety, accidents at work,
- organizational responsibility,
- financial responsibility of the employee, entrusting employee with company property,
- enhancing professional qualifications,
- work certificate,
- employee documentation.

Session V

Working time. Leaves and time off from work.

- working time,
- leaves and time off from work,
- parenthood protection,
- employment of the disabled,
- excused absences from work.

Session VI

Employment of foreigners and posting workers.

Legal aspects of remuneration systems.

- Posting of workers
- employment of foreigners,
- work remuneration,
- protection of remuneration,
- how to construct the remuneration and bonus rules?
- bonuses and awards,
- additional benefits for employees,

Session VII

Harassment (mobbing), discrimination and equal treatment in employment. National Labour Inspectorate. Social security system.

- harrassment in labour relations,
- how to conduct an internal investigations regarding mobbing and discrimination claims,
- equal treatment and discrimination in employment,
- prohibition of discrimination in labour relations,
- National Labour Inspectorate, rules of cooperation with NLI during inspection,
- Social security system in Poland in a nutshell.
- contributions paid from remuneration and other benefits.
- Social Labour Inspectorate: cooperation of the employer, powers, inspector protection.

Session VIII

Collective labour law. Labour disputes.

Proceedings before labour law courts:

- trade unions,
- protection of employee representatives,
- employee councils,
- collective disputes,
- limitation of claims,
- amicable methods of dispute settlements, including settlement between the employee and the employer,
- labour disputes,
- proceedings before the Labour Court.