

## Checklist

# Employment agreement

✓	Agreement	Content
☐	<b>Employment contract</b>	<p>You do not need a written employment contract, but it is highly recommended to have one. It should, at a minimum, address the following matters:</p> <ul style="list-style-type: none"> <li>• Contracting parties (name and address)</li> <li>• First day of employment</li> <li>• Duration of employment (for fixed-term contracts)</li> <li>• Place of employment</li> <li>• Working hours (normal working hours, daily and weekly)</li> <li>• Work to be performed</li> <li>• Remuneration (how much and when is it due?; bonuses)</li> <li>• Vacation provisions</li> <li>• Notice period and possible termination dates</li> </ul> <p>Before signing an employment contract, make sure you are familiar with its content and requirements.</p>
☐	<b>Service note</b>	<p>In the absence of a written employment contract, the employer is legally required to issue a service note. Its content is regulated by law:</p> <ul style="list-style-type: none"> <li>• Contracting parties (name and address)</li> <li>• First day of employment</li> <li>• Duration of employment (for fixed-term contracts)</li> <li>• Place of employment</li> <li>• Working hours (normal working hours, daily and weekly)</li> <li>• Work to be performed</li> <li>• Remuneration (how much and when is it due?; bonuses)</li> <li>• Vacation provisions</li> <li>• Notice period and possible termination dates</li> <li>• Collective wage agreement and staff agreements (if applicable)</li> <li>• Name and address of severance fund</li> </ul> <p>If you do not receive an employment contract, insist on getting the legally required service note and check its content.</p>
☐	<b>Collective wage agreement</b>	<p>There are collective wage agreements in certain industries and for certain occupations. Check whether a collective wage agreement applies to your employment contract and check whether the provisions in your employment contract/service note comply with rules on minimum pay, working time, allowances and bonuses. Your employment contract can only contain provisions that are more favorable for you than your collective wage agreement and cannot make you worse off.</p>

<input type="checkbox"/>	<b>Staff agreements</b>	Find out about any staff agreements that may contain additional rules for all employees of a company, for example flextime rules, bonuses, etc.
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