

8

What are your responsibilities?

Attention! Registration with the Labour Office brings responsibilities similar to the employment. If you do not want to be excluded from the Labour Office registry, cooperate closely with your Labour Office advisor:

- always come on time for the appointments at the Labour Office
- if you cannot come because of medical reasons, cancel the appointment in advance and then bring a confirmation from your doctor
- do not decline jobs offered to you by the Labour Office; when you receive a printed job posting from the Labour Office, arrange a meeting with the employer and see them in person within 3 days
- the employer can hire you or reject you, but you cannot decline a job without proper reason
- if you are offered a re-training course and you accept it, the participation and completion of the course is mandatory for you
- inform the Labour Office about all important changes within 8 days (illness, change of permanent address, change of bank account numbers, temporary jobs or extra earnings)

9

The possibility of extra earnings while registered in the Labour Office

- as a job seeker you can have employment contract, agreement to perform work (dohoda o provedení práce) or agreement on work activities (dohoda o pracovní činnosti), if your monthly earnings are not more than 50% of the minimum wage (= 4000,- Czech Crowns in 2010)
- inform your Labour Office about your temporary job or extra earnings in 8 days. Your work must not interfere with your registered jobseeker's responsibilities!
- if the Labour Office finds out that you work illegally or that you have higher income than allowed, you will be excluded and other sanctions may be imposed upon you

10

Have you found a new job?

- inform the Labour Office before starting your new job
- submit an employment contract or a statement from an employer expressing the intent to employ you along with the date you will begin to the Labour Office
- your registration in the Labour Office will be terminated the day the new job begins; the responsibility to register you in the insurance companies and to pay health and social insurance premium are transferred to your new employer

11

Exclusion from the Labour Office registry

- you can be excluded if you do not follow responsibilities of a jobseeker (see above)
- the Labour Office can exclude you retroactively to the date you had violated your responsibilities. This may jeopardize certain welfare benefits. From the day you were excluded you will be personally responsible to pay your health care premium.
- you can register again 6 months after being excluded, in the case of less serious violation of responsibilities, you can register after 3 months

Procedure of exclusion from the Labour Office registry:

1. **The initiation of administrative proceedings** – the Labour Office must inform you in writing that administrative proceedings have been initiated and their reason, and also about your rights and obligations during these proceedings;
2. **Official statement for the record** – you can express your standpoint in writing and provide new information (for example medical report);
 - you can submit your standpoint within 5 days from the initiation of the proceedings.
3. **Decision** – the Labour Office will issue a written decision about your exclusion with reasons why and from what date you have been excluded;
 - you can appeal this decision within a given period. The appeal process does not suspend the original decision (the original date of exclusion is valid);
 - if your appeal is turned down by the Labour Office, the Office will send your file to the Ministry of Labour and Social Affairs (MPSV). MPSV will assess your case and will release a written decision.

12

Unemployment benefits

- you as a job seeker are entitled to the unemployment benefits if you had worked for at least 12 months within last 3 years
- you must fill in a form when applying for the unemployment benefit and submit the Confirmation of Employment and Personal Records for Pension Insurance form
- the period for which you can receive unemployment benefits depends on your age (in 2010: 5 months if you are less than 50, 8 months if you are between 50 and 55, 11 months if you over 55 years of age)
- the sum of unemployment benefits depends on your earnings from your last job and it changes during the period of your registration
- the Labour Office provides you more detailed information regarding unemployment benefits and who qualifies

▶ For further information visit: www.cicpraha.org/infoservis
The content of this leaflet is valid at the date of its issue. No changes can be ruled out in the future.
<http://portal.mpsv.cz/sz/>

▶ **CENTRE FOR INTEGRATION OF FOREIGNERS**
 Kubelíkova 55, 130 00 Praha 3,
 Tel./fax: (+420) 222 713 332, Email: info@cicpraha.org, www.cicpraha.org
Regional branch CIC in Střední Čechy
 Zahradní 46, Kolín, tel.: 774 866 838, www.cicpraha.org



centrum
pro integraci
cizinců o. s.

WHAT TO DO IN CASE YOU LOSE YOUR JOB



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY

1 Do you need a work permit?

- ▶ Do you have permanent residence or are you under international or subsidiary protection? Are you staying in the territory of the Czech Republic for the purpose of family reunion with a foreigner who has permanent residence, international protection or is a Czech/EU citizen?
 - Prepare your **professional CV** and learn how to write a **cover letter**. In your professional CV you should write your name, address, email or telephone number, education (specify in what years you studied, the title of the study program and school where you studied), describe your work experience (where, for how long and what your responsibilities were), specify what languages you speak and other qualifications (PC, driving license).
 - If you do not have another job right away, you can register as a job seeker at Labour Office (Úřad práce, ÚP). If you meet the conditions, the State will pay your health insurance premium, and the period of time when you are a registered job seeker will be included in your pension insurance period (so called alternative insurance period).
 - Search for a job. Use internet portals, classified adverts in daily papers and local press. When you start a new job you will need Confirmation of Employment (potvrzení o zaměstnání, before called zápočtový list) and Personal Records for Pension Insurance form (evidenční list důchodového pojištění). If you did not receive these documents, the employer is obliged by law to give them to you on your request even after your employment ended.

! **Attention! Employment must always be concluded in writing (employment contract, agreement to perform work or agreement on work activities) and you must get an original.**

2 Do you need a work permit from the Labour Office?

- ▶ Has your employment ended and therefore your work permit expired? Under certain conditions you could take advantage of 60 day protection period during which you can search for a job. You can take an advantage of the protection period if:
 - your employment was terminated due to organizational reasons, or your employer did not pay you by the 15th day after the pay was due and you immediately terminated the employment,
 - **and at the same time** you had resided in the territory of the Czech Republic with visa or long term residence permit for the purpose of the employment for at least 1 year prior to the day when your employment ended, or less than a year in case you had resided continuously in the Czech Republic for at least 3 years on a long term visa and/or long term residence permit by the day your employment ended.

- ▶ The protection period starts the day after your employment officially ended. During this period you do not lose your legal residence status. When you find a new job, both you and your employer must apply for a new work permit at Labour Office.

3 The employer's obligation to inform the Labour Office

The employer has a notification obligation to the local Labour Office in case of employing a foreigner. The employer must inform the Labour Office within 10 days you started or ended the employment, you did not start work, you had terminated the employment before your work permit expired, your employment was terminated by notice or by mutual agreement due to organizational reasons or your medical conditions, or if your employment was terminated immediately. In the two last cases the reason for the termination must be given.

- ! **/Attention! If you have a long term residence for the purpose of employment, the termination of your employment can be considered by Foreign Police as a violation of the purpose of your stay./**

4 Registering in the Labour Office Who can register in the Labour Office as a job seeker?

- foreigners with permanent residence, under international protection or subsidiary protection, EU citizens and their family members can become registered job seekers; your health insurance company will provide you information whether you are entitled to get coverage of the health insurance premium by the State
- if you have different residence status, you can register in the Labour Office as a candidate for work (but you are not entitled to either the coverage of the health insurance or unemployment benefit)
- You cannot register as a job seeker if you have a full time job, if you are a full time student, recipient of maternity benefit, you were declared disabled in 3rd degree. /Notice: if you are a recipient of parental benefit, you can register as a jobseeker. /
- if you reached the retirement age but you were not qualify for retirement pension, you can be registered as a job seeker without unemployment benefit



5 How can you register as a job seeker?

- you can register anytime after the termination of your employment, but if you do so in 3 business days, your registration will follow directly after the termination of the employment
- register in the local Labour Office where your permanent residence is (in your official documents)
- in the Labour Office you will fill in two forms: application for employment (žádost o zprostředkování zaměstnání) and application for unemployment benefit (žádost o podporu v nezaměstnanosti)

6 What will you need for the registration?

- Personal identity document (residence permit card, passport)
- Confirmation of Employment
- written proof of termination of your employment (notice, agreement, employment contract)
- proof of your average monthly earnings (your employer will fill in the form and pass it to you)
- Personal Records for Pension Insurance form.
- If your choice of employment is limited because of your medical condition, you have to submit a medical assessment or official decision about the severity of your disability.
- You will receive a confirmation of registration. Be sure to submit this confirmation letter to your health insurance company within 8 days.

7 How can the Labour Office (ÚP) help?

- ÚP provides job placement services.
- ÚP offers re-training courses.
- ÚP pays the unemployment benefit.
- your health insurance is covered by the State for the period you are registered, if your residence status allows it. /Get more information in you Health Insurance Company./
- the registration in the Labour Office is essential for receiving certain types of welfare benefits.
- the registration period is in some cases considered an alternative insurance period and is included in your pension insurance period.