

Employment Masterclass (13th edition)

RACZKOWSKI SP. K.

Module I.

Date: 10 October 2024 r. (Thursday), time: 10.00 – 16.00

Principles, sources and methods of interpreting labour law. Types of employment agreements. Holidays, parental leaves and other periods of non-work.

Lecturers: prof. Łukasz Pisarczyk, attorney-at-law Katarzyna Dobkowska

1. Basic characteristics of labour law (ŁP).
2. Principles, sources and methods of interpreting labor law (ŁP).
3. Employment basis, including employment agreements and civil law agreements (ŁP).
4. Holidays – rules for granting holidays, our recommendations (KD).
5. Parental leaves – granting and protection (KD).
6. Protection of employment stability and other rights related to parenthood (KD).
7. Other periods of non-work (KD).

Module II.

Date: 11 October 2024 (Friday), time: 10.00 – 16.00

Part 1: Tax and social security treatment of benefits for employees and civil law contractors in the light of current practice.

Lecturer: senior lawyer Tomasz Kret

1. Income from the employment relationship and civil law contracts.
2. Free benefits as defined by the Constitutional Tribunal.
3. Personal income tax and social security consequences of selected benefits.

Part 2: Employing foreigners. Tax and ZUS aspects of cross-border employment. Remote work from abroad.

Lecturers: tax advisor Joanna Stolarek, attorney-at-law Michał Kacprzyk, PhD

1. Duties of an employer hiring a foreign employee, including EU citizen. Sanctions for illegal employment of a foreigner (MK).
2. Work permits (MK).
3. Residence permits (MK).
4. Special status of citizens of Ukraine (MK).
5. Rules for paying taxes and social security contributions by foreigners working in Poland and Polish employees seconded to work abroad (JS).

Module III.

Date: 24 October 2024 (Thursday), time: 10.00 – 16.00

Cooperation with trade unions. Personal data protection in employment relations. Documentation in employment relations.

Lecturers: advocate Bartłomiej Raczkowski, attorney-at-law Michalina Kaczmarczyk

1. Rules for establishing trade union organizations at the employer (BR).
2. Rights of company and inter-company trade union organizations (BR).
3. Rights of trade unionists (BR).
4. Cooperation with trade unions (BR).
5. Rules for transferring personal data about employees in relation between employer and trade union (MK).
6. Monitoring (video surveillance, of mailbox, GPS) and related employer's duties (MK).
7. Recruitment processes – personal data which can be required from a candidate and its legal grounds. Job interview in the light of GDPR (MK).
8. Employee personal files – practical tips in the light of Articles 5 and 6 of GDPR and amendments to the Polish Law (MK).

Module IV.

Date: 25 October 2024 (Friday), time: 10.00 – 16.00

Employee remuneration. Compliance procedures. Criminal law in employment relations.

Lecturers: attorney-at-law Łukasz Kuczkowski, advocate Janusz Tomczak

1. Key rules for remunerating employees (ŁK).
2. Equal treatment with regard to remuneration (ŁK).
3. Remuneration in pay regulations and collective bargaining agreements (ŁK).
4. Bonuses and awards, retention bonuses (ŁK).
5. Compliance procedures in work establishments – our recommendations (JT).
6. Protection of whistleblowers (JT).
7. Criminal liability of managers (JT).
8. Internal proceedings (JT).

Module V.

Date: 7 November 2024 (Thursday), time: 10.00 – 16.00

Termination of the employment agreement. Audit and supervision procedure of the labour inspector.

Lecturers: attorney-at-law Katarzyna Dobkowska, advocate Damian Tokarczyk, PhD

1. Termination of an employment agreement – procedures, reasons and rules (KD).
2. Special rules for termination of employment agreements under the collective dismissal procedure – our recommendations (KD).
3. Procedures of the labour inspector to conduct audit-related activities (DT).
4. Analysis of the post-audit report (DT).
5. Labour inspector's supervision procedures – decisions, misdemeanors, applications (DT).

Module VI.

Date: 8 November 2024 (Friday), time: 10.00 – 16.00

Non-compete clause in the labour law. Employees' professional qualifications development. Proceedings before the labour court.

Lecturers: attorney-at-law Edyta Jagiełło, attorney-at-law Piotr Lewandowski

1. Non-competition agreement – analysis (EJ).
2. Ban on unfair competition, including business secrets (EJ)
3. Employees' professional qualifications development – analysis of the agreement (EJ)
4. Accidents at work (PL).
5. Proceedings before the labour court from employer's perspective – our recommendations (PL).

Module VII.

Date: 21 November 2024 (Thursday), time: 10.00 – 16.00

Social benefits fund. Liability of the parties to the employment relations. Mobbing, equal treatment in employment and protection of personal rights.

Lecturers: attorney-at-law Marta Kosakowska-Tomczyk, attorney-at-law Zuzanna Rosner-Laskorzyńska

1. Social benefits fund (MKT).
2. Employees' material liability (MKT).
3. Penalizing and rewarding employees (MKT).
4. Mobbing – counteracting policies (ZRL).
5. Harassment, including sexual harassment (ZRL).
6. Breach of personal rights (ZRL).
7. Discrimination and unequal treatment (ZRL).

Module VIII.

Date: 22 November 2024 (Friday), time: 10.00 – 16.00

Working time. Remote work.

Lecturers: attorney-at-law Łukasz Kuczkowski, attorney-at-law Michał Kacprzyk, PhD, tax advisor Katarzyna Serwińska

1. Working time systems (ŁK).
2. Rules for planning working time (ŁK).
3. Methods of settlement of working time and overtime – our recommendations (ŁK).
4. Working time of the managers (ŁK).
5. Business trips. Posting of employees (ŁK and MK).
6. Remote work. Remote work from abroad (ŁK and MK).
7. Immigration issues related to remote work from abroad (MK).
8. Remote work from abroad – personal income tax and social security aspects (KSer).

Date: 29 November 2024 (Friday), time: 10.00 – 12.00

Final exam and end of course celebration.