



Transfer to another job

The following are recognised as employee transfer to another job:

- 1) a change in the employee's job (function), i.e. a different position, speciality, profession or qualification;
- 2) an instruction to perform a different job where working conditions change (salary, working patterns and rest time, benefits and other conditions) according to an employment agreement;
- 3) a transfer to a separate structural division of the employer;
- 4) a transfer to a different location with the employer.



Step 1. Notify the employee and obtain his consent*



Action: notify the employee of the possibility of a transfer and obtain his/her consent within 5 working days after such notification



Format: electronic/ written letter (hard copy)



Deadline: at least 5 working days before employment agreement changes come into effect

**Please note that if consent is not obtained (rejection or no response), the subsequent steps do not apply.*



When employee consent is not required:



temporary transfer to another job due to operational needs, the replacement of an absent employee (to a different job not indicated in employment agreement and not contraindicative in health terms, in the same organisation, in the same location or in a structural division of the employer in a different location)

Deadline: up to 3 months during the calendar year

Payment: salary for work performed, but no lower than the average salary for the previous job



temporary transfer to another job in the event of downtime

Deadline: the entire downtime period

Payment: salary is paid according to work performed



Step 2. Issue an employer act



Action: Draft an employer act (order) listing the reasons for the transfer



Format: written form (hard copy)



Deadline: after the receipt of consent



Step 3. Amend the employment agreement



Action: make the corresponding employment agreement changes as an addendum



Format: written/electronic document certified by an electronic signature



Deadline: after the receipt of consent