



# Change in working conditions

Employee working conditions can be changed following changes to production after the reorganisation or a change to economic or technological conditions, work management conditions or reductions in employer workloads, as long as the employee continues to work in accordance with his/her speciality or in a profession that meets his/her qualifications.



## Step 1. Notify employees of changes to working conditions



**Action:** : notify employees of changes to working conditions and make the corresponding employment agreement changes



**Format:** electronic/written form (hard copy)



**Deadline:** no later than 15 calendar days before the changes



## Step 2. Obtain employee responses



**Action:** The employee considers the notification and provides a response (consent/rejection)



**Format:** electronic/written form (hard copy)



**Deadline:** 5 working days from the notification date specified in step 1

We recommend including a provision in notification whereby changes to working conditions are treated as accepted if no employee response has been made within 5 working days.



## Step 3. Issue an employer act and draft documents

Does the employee agree to changes in working conditions?

No

*(written refusal or an act confirming the employee's refusal to provide a written refusal)*



Yes



**Action:**

1) draft the corresponding employer act (order) listing the reasons for the change in production (reorganisation or a change to economic or technological conditions, work management conditions or reductions in employer workloads) and the date these changes were introduced

2) amending an employment agreement



**Format:** written/electronic document certified by an electronic signature (for an addendum)



**Deadline:** not earlier than 15 calendar day from the moment notification is made



**Action:** draft the corresponding employer act (order) listing the reasons and date the employment agreement is terminated



**Format:** written form



**Deadline:** after the receipt of a written employee refusal or an act confirming the employee's refusal to provide a written refusal, not earlier than 5 working days from the notification date

*\*Copy of the act is handed to the employee or sent by registered mail within 3 working days of the employer act issue date.*