

EMPLOYMENT CONTRACTS



- How would you define an employment contract?
- What kind of employment contract do you have?
- What information can you find in your employment contract?
- What are the most important factors to consider when reviewing an employment contract before accepting a job offer?
- Have you encountered any issues arising from an employment contract? How were they resolved?
- What benefits do you value the most in your employment contract? Why are they important to you?
- Have you ever negotiated any terms or conditions in an employment contract? Which ones and how successful were you?

- What benefits do you get in your job and are you satisfied with the offer?

What is an employment contract?

An employment contract is an agreement **issued** during the **hiring** or **renewal** process that **establishes** the **terms** of the work relationship of an **employee** at a new organisation. Typically, if the contract is a written document, both the employee and the **employer sign** it to **signify** the agreement. Contracts usually detail the rights and **responsibilities** of both **parties**, and organisations commonly use them to help all parties involved understand their **obligations** throughout the **term** of a new **hire's** employment. Here are a few aspects that may be explained in a contract:

- **Salary** information
- **Duration** of employment
- **Schedule**
- **Medical insurance**
- **Dental insurance**
- **Paid time off (PTO) policy**
- **Sick leave** policy
- **Retirement** plans
- **Protections**
- **Limitations**
- **Non-compete** clauses
- **Conflict resolution** protocol
- Employment **conclusion** details



Typically, contracts are specific documents **drafted** by legal professionals to **outline** the **binding particularities** of the employment arrangement — in most cases, these particularities include specific start dates and **provisions** for the end of the employment. However, in some situations, the new employer may not **require** the employee to sign a physical contract, depending on their **employment status** or the form of contract they offer. Regardless of the situation, during the hiring process, it is common to discuss the terms of employment **on record** to **ensure** both parties agree on the same protections and **stipulations**.

Written contract

A written contract is one of the most common forms of employment contracts. Written contracts explain the specific details of the employment relationships, including the salary, schedule, employment duration, PTO policies, **benefits eligibility**, and more. Written contracts are popular because they can fully and legally **document** an employment agreement that both employers and employees explicitly sign. This means that if any **discrepancies occur** during the employment period, employees can return to the contract to reread it and **clarify** any questions or **concerns** that **arise**.

Types of employment contracts

The type of contract offered in a new role is usually **determined** by factors such as the employee status, the organisation's needs, and the type of work performed. Here are three types of contracts to look out for during the hiring process:

Full-time/fixed-term contract

Full-time contracts are offered to **permanent** employees who work a full workweek, usually 35 hours or more. These contracts usually include information about benefits, paid holidays, sick time, and retirement plans. Even further, some full-time contracts **present** new employees with opportunities for other benefits, like professional development opportunities or workplace **perks**, such as discounts on company products and services, and **commuter assistance**. Full-time contracts are almost always written contracts since they include many components, and employers normally want to be **thorough** and clear when offering such an extensive agreement.

Part-time contract

Part-time contracts are **extended to** employees who work a reduced number of hours compared to full-time employees. Typically, part-time contracts are offered to those who **serve** less than 35 hours per week and often include some of the same stipulations and protections as full-time contracts. Many part-time schedules detail the employee's **flexibilities**, weekly schedule, and **rate of pay**. However, it is important to note that part-time contracts usually do not include information **regarding** insurance, salary, or PTO, which are benefits typically reserved for full-time employees.

Zero-hour contract

Zero-hour contracts are offered to employees who work irregularly or only when work is available. In zero-hour agreements, an employer agrees, in writing or verbally, that they will offer work when it is available, and an employee agrees to work such **shifts** or remain **on call** for **availability** purposes. Zero-hour contracts commonly specify that an employee will work a minimum number of hours or shifts per month. This number is set by the employer in most cases. The employee holds the right to refuse any **work assignments** that may be **inconvenient**. This work arrangement is primarily used in the UK.

Source: [10 Types of Employment Contracts | Indeed.com](#)

EMPLOYMENT IN THE CZECH REPUBLIC

Regular employment

Employment contract for a definite period: generally, it can be concluded for a maximum of 3 years, and it is possible to **prolong** such a contract only twice (maximum length 3x3 years).

Employment contract for an indefinite period: an employment relationship lasts for an unlimited period unless a definite period has been **expressly** agreed.

Work outside employment relationship

Furthermore, an employee may perform work outside employment relationship **on the grounds of** two agreements:

Agreement to complete a job (dohoda o provedení práce - DPP): the **scope** of work for which an agreement is concluded may not **exceed** 300 hours in one calendar year.

The said scope of working hours shall also include those hours of work for which a certain employee carried out some work for the same employer in one calendar year based on another agreement to complete a job. The agreement must specify a period for which it is concluded.

Agreement to perform work (dohoda o pracovní činnosti - DPČ): may be concluded by an employer with an individual provided that the scope of such work does not exceed 300 hours in one calendar year.

Where the average scope of work exceeds one-half of standard weekly working hours (20 hours), it may not be carried out on the basis of an agreement to perform work.

Observance of the agreed and maximum **permissible** scope of one-half of standard weekly working hours will be **assessed** for the entire period for which an agreement to perform work was concluded; however, for no more than a period of 52 weeks.

An agreement to perform work must include the agreed type of work, the agreed scope of working hours and the period for which it is concluded.

Probationary period

In Czech employment contracts, the probationary period can be concluded as:

- Maximum three **consecutive** months for regular employees
- Maximum six consecutive months for managers

A probationary period may not be longer than one half of the agreed period of the employment relationship and must be agreed in writing on the day of **commencement** of employment at the latest.

Benefits

The most common benefits for employees in the Czech Republic are:

- bonuses in terms of financial **rewards**
- **professional training**
- language courses and personal development
- the option to **work from home**
- additional days off (extra holidays, **study leave, sick days**)
- **discounts** on company products
- flexible working hours
- **meal vouchers**
- company phone
- company car or **transport allowance**
- **insurance contributions**
- sports and **recreation contributions**
- refreshments and **beverages** at workplace



Certain companies also offer temporary accommodation or **housing allowances**, recreation in the company's facilities or **holiday allowances**, or free tickets by companies operating regular public transportation.

Drag and drop exercise:

- What type of contract would be the most suitable for the following jobs? Put the jobs in the appropriate categories.

Full-time contract	Agreement to perform work (DPČ)	Agreement to complete a job (DPP)

Part-time receptionist at a hotel

Graphic designer (freelancer) for a one-time project

Nurse at a hospital

Seasonal worker at a ski resort

Event planner for a specific event

Software engineer at a technology company

Freelance content writer for a website

Language teachers providing private lessons or work for language schools on an irregular basis

Accountant who needs to be present in the company
Construction worker for a specific project
Marketing consultant
Sales manager overseeing a team of employees

KEY:

suggested answers:

Full-time contract: nurse at a hospital, software engineer at a technology company, sales manager overseeing a team of employees, accountant who needs to be present in the company

Agreement to perform work (DPČ): part-time receptionist at a hotel, seasonal worker at a ski resort, language teachers providing private lessons or work for language schools on an irregular basis, marketing consultant

Agreement to perform a job (DPP): graphic designer (freelancer) for a one-time project, event planner for a specific event, freelance content writer for a website, construction worker for a specific project

Sources:

[MPSV - LABOUR CODE \(full translation\) No. 262/2006 Coll., as amended „Zákoník práce“](#)

[Labour Law and Employment in the Czech Republic - 2023 Guide - Accace - Outsourcing and advisory services](#)

[Work agreements outside employment relationships - \(Safe work, SIMI books\)](#)

ChatGPT



Listening activity

Listen to an interview with Kristina Johnson, Chief People Officer at Okta, Inc. about transitioning to a dynamic work environment and complete the gaps with the words you hear.

Part I

In the podcast, Kristina Johnson will be talking about the implications of transitioning to the dynamic work model.

For Kristina's company, the model means that they have increasingly more people who are 1) _____ than those working in offices.

Ideally, they would employ 2) _____ regardless of their location and offer them 3) _____ to help them be productive.

Kristina says they are looking for people with 4) _____ and also those who are located close to the office.

The dynamic work model is NOT convenient for the roles of 5) _____.

The model is the best solution for those who can work 6) _____.

New workers benefit from gaining 7) _____ from each other.

The logistics of applying the dynamic work model is challenging and it may consequently affect 8) _____.

Part II

A major benefit of the dynamic work model, from the company's perspective, apart from increased productivity and employee satisfaction is the 1) _____.

The major room for improvement is in the shift of the 2) _____ of managers, which is primarily based on 3) _____.

Before companies implement the model into their work environment, Kristina suggests they should do a 4) _____ and learn from that.

In talent management, it is important to understand that wherever people work from, they are still 5) _____ for the work they do.

Kristina explains that when they started with the system in their London office, they used a 6) _____, which was not very popular.

They learnt that 7) _____ is key because they need to feel that their opinion matters.

(based on <https://open.spotify.com/episode/60zCdIL1znukU2oT7q4L1q>)



Video activity

Task A) Before you watch the video about the roles and responsibilities of HR managers, try to answer the questions below.

What are the responsibilities of HR managers?

Which part of their job do you think is the most challenging?

What qualifications do HR managers need to have?

Now watch the video and compare your answers with the information from the video.

Task B) Watch the video again and complete the gaps. Use the first letters of the words as clues for your answers. Then answer the two questions below.

HR managers seem to be 'mythical beings' who appear in the company when people 1) **a** _____ for a job, when they have to 2) **s** _____ **i** _____, when employees 3) **l** _____ the company or when the company needs some 4) **s** _____. In general, their role is to ensure that the processes within the company 5) **r** _____ **s** _____.

HR managers deal with problems that 6) **a** _____ both people and business. They 7) **e** _____ certain company strategies, 8) **o** _____ staff benefits and plan 9) **e** _____ strategies. The key responsibilities include managing the 10) **e** _____ **l** _____ from recruiting through onboarding, training, and leaving the company. They process 11) **p** _____ and conduct 12) **d** _____ **a** _____. They are responsible for 13) **u** _____ policies, maintaining employee records and conduct benefit 14) **a** _____.

HR managers have to 15) **p** _____ career growth but also health and wellness within the company. The biggest challenges for HR managers are employee 16) **r** _____ and staff 17) **t** _____.

The qualifications needed to become an HR are, in most cases, 18) a **b** _____ or even a **m** _____ **d** _____. A vast majority of HR professionals concentrate on 19) **g** _____. To learn about HR management the speaker suggests joining an HR 20) **c** _____ to share experience with peers.

- What do the figures 5-15 and 70,000 refer to?
- How can HR managers grow professionally?

(based on) <https://activecollab.com/agency-roles-and-responsibilities/hr-manager>



Glossary



Revision time:

Wordwall set - [Employment contracts - definitions](#) - Match up

Wordwall set - [Employment contracts - definitions \(short version for mobile phones\)](#) – Match up

Wordwall set - [Employment contracts - summary](#) - Gap fill

Wordwall set - [Work agreements \(DPČ\)](#) - Drag and drop

Quizlet: [Employment contracts - translation](#)

additional exercises:

Wordwall set - [Earnings, rewards, benefits](#) - Drag and drop

Wordwall set - [Recruitment process](#) – Gap fill

Wordwall set - [Workplace problems](#) – Match up

Sources:

<https://www.indeed.com/career-advice/finding-a-job/types-of-contracts-employment>

<https://accace.com/labour-law-and-employment-in-the-czech-republic/>

[Work agreements outside employment relationships - \(Safe work, SIMI books\)](#)

[https://www.mpsv.cz/documents/625317/625915/Labour Code 2012.pdf/](https://www.mpsv.cz/documents/625317/625915/Labour_Code_2012.pdf/)

<https://www.pracomat.cz/poradna/zakonik-prace.html>

<https://www.lawinsider.com/dictionary>

<https://www.collinsdictionary.com/dictionary/english>

<https://www.gartner.com/en/information-technology/glossary/remote-work><https://www.thinkautomation.com/eli5/tech-stack-meaning-a-simple-overview/>

[Cambridge Dictionary](#)

[Oxford Learner's Dictionaries](#)

[ChatGPT](#)

Definitions:

Employment contracts
arise - to start to happen or exist

availability - having free time to do something
benefits - advantages such as medical insurance, life insurance, and sick pay, that employees receive from their employer in addition to money
binding - that cannot be legally avoided or stopped
clarify - to make something clear or easier to understand by giving more details or a simpler explanation
commuter assistance – financial incentives that allow employees to cover work related travel expenses
concern - a worry or nervous feeling about something
conclusion - the act of arranging or agreeing something formally
conflict resolution protocol - a set of procedures that guide employees on the steps to take when they arrive at disagreements in the workplace
consecutive - following one after another without an interruption
dental insurance - insurance that pays for treatment by a dentist
determine – to control or influence something directly
discrepancy - a difference between two figures, results, etc. that are expected to be the same
document – to record the details of an event or a process
draft - to write the first version of a document such as a letter, essay, or law
duration - the length of time that something lasts
eligibility - the fact of being allowed to do or receive something through satisfaction of the appropriate conditions
employer - a person or organisation that employs people
employment status - the rights and protections that employees are entitled to at work
ensure - to make something certain to happen
establish - to start something that will last for a long time
expressly - in a way that is clear
extend to sb - to offer or give something to someone
flexibility - the ability to change or be changed easily according to the situation
hire - a person to whom a company has recently given a job (mainly <i>AmE</i>)
hire - the act of starting to employ someone
issue - to produce or provide something official
limitation - a fact or situation that allows only some actions and makes others impossible
medical insurance – payment for the cost of health care (illnesses, injuries)
non-compete clause - a legally binding contract in which the employee agrees not to work with a rival company or start a similar trade or profession for a specified period of time after leaving their current employer

obligations – things that must be done or paid because of a law, rule, agreement, etc.
occur - to exist or be present in, among
on call to be on call - to be available for work if necessary
on record - written down officially
outline - to give the main facts about something
paid time off - a period of time employees get paid during their absence
particularities - details
party - one of the people or groups of people involved in an official argument, arrangement, or similar situation
perks - an advantage or something extra employees are given in addition to a salary
permanent - lasting for a long time or for ever
policy – a plan of action agreed or chosen by a political party, a business, etc.
present sb with sth - to give, provide, or make something known
protection - a legal or other formal measure intended to preserve employees' rights
provision – a condition or an arrangement in a legal document
rate of pay - the amount of money that is paid over a period
regarding - in relation to; about
renewal - the act of making an official document, agreement, or rule continue for more time
require - to order someone to do something, esp. because of a rule or law
responsibility – a job or duty to be dealt with
retirement - the act of leaving one's job and stopping working, usually because of age
salary - a fixed amount of money agreed as pay for an employee, usually paid directly into their bank account every month
schedule - a list of planned activities or things to be done showing the times or dates when they are intended to happen or be done
shift - the period that a person is scheduled to work
sick leave - a period of time that a worker is allowed to be away from work because they are ill
sign - to write one's name, usually on a written or printed document, to show agreement with its contents
signify - to make something known; to show
stipulation - a rule that must be followed or something that must be done
term - the period of time that a legal agreement lasts for
terms - the conditions that control an agreement, arrangement, or activity

thorough - detailed and careful

work assignment - the collection of job duties that the employee is expected to perform

Employment in the Czech Republic

assess - to evaluate or estimate the nature, ability, or quality of something

beverage - a drink of any type

commencement - the beginning of something

consecutive - following one after another without an interruption

definite - fixed, certain, or clear

discount - a reduction in the usual price

exceed - to be greater than a number or amount, or to go past an allowed limit

holiday allowances - a number of paid days off or vacation days that an employee is entitled to receive from their employer during a specified period, typically a year

housing allowances - a financial benefit provided by an employer to assist an employee in covering housing-related expenses, such as rent or mortgage payments

indefinite - not exact, not clear, or without clear limits

insurance contributions - the payments made towards national insurance, usually taken from the salary by an employer before the salary is paid to the person

meal voucher - a means of payment for meals or food

observance - the practice of obeying a law

on the grounds of - based on, for the reason

permissible - acceptable according to the law or a particular set of rules

probationary period - a trial period at the start of employment during which the employer evaluates the employee's performance before confirming their permanent status

professional training - building knowledge, skills and competence in individuals, a group or team

prolong - to make something last a longer time

recreation contributions - payments provided by an employer that promote leisure, entertainment, and physical or mental well-being

reward - something given in exchange for good behaviour or good work

scope - the range of things that an activity, company, law, etc. deals with

sick day - a paid day in which an employee does not work because they are sick

study leave - time off from work to complete education

temporary - not lasting or permanent

transport allowance - a financial fringe benefit provided by the employer which is used by an employee to purchase transportation services for commuting to the workplace

work from home – remote work, i.e., the practice of performing work remotely, typically from one's residence or any other location outside of a traditional office setting

Listening

accountable - responsible for and having to explain your actions

acquisition - the process of getting something

autonomous - independent and having the power to make your own decisions

commute - to make the same journey regularly between work and home

engagement - the process of encouraging people to be interested in the work of an organisation

equip with - to provide a person or a place with objects that are necessary for a particular purpose

feedback - information or statements of opinion about something

grads – (informal) graduates of a particular school, college

implement - to start using a plan or system

morale - the level of satisfaction felt by a person or group of people who work together

on-site - existing or happening in the place where people are working or involved in a particular activity

pilot testing - is used to test how good something is before introducing it

remote work- a type of flexible working arrangement that allows an employee to work from remote location outside of corporate offices

shift – to change

trade - a particular business or industry

Video

conduct - to organise and/or do a particular activity

disciplinary action - a method for dealing with a worker who causes problems or does not obey company rules

employee retention - an organisation's ability to prevent employee turnover

employee turnover - the total number of workers who leave a company over a certain time period

execute - perform a duty, put a plan into action

onboarding - the process of ensuring a new employee or customer becomes familiar with an organisation or its products or services

oversee - to watch somebody/something and make sure that a job or an activity is done correctly

payroll - a list of people employed by a company showing the amount of money to be paid to each of them; the total amount of money paid to the employees of a particular company

process - to deal officially with a document, request

promote - to encourage people to like, buy, use, do, or support something