

Work in Italy
Presentation texts in ppt

Slide 1 **WORK IN ITALY**

Slide 2 **FOREIGN CITIZENS AND WORK**

In order to work in Italy there are different rules for:

- EU citizens
- Non-EU citizens

* EU immigrants coming from 27 countries within the European Union

* Non-EU citizens

Slide 3 **EU CITIZENS**

Working in Italy

- EU citizens DO NOT need a “permesso di soggiorno” (residence permit) to enter Italy
- you may stay in Italy for up to 3 months without special authorisation

To stay for longer than 3 months

- you must prove that you are working and that you have somewhere to live
- you must present yourself at the Registry Office in the city where you live

Slide 4 **NON-EU CITIZENS**

To work in Italy, a non-EU citizen must have these documents:

- approval (authorisation by the “Prefettura” – government office)
- working visa
- residence permit

Slide 5 **THE STEPS TOWARDS LEGITIMATE WORK**

In order to work legitimately there are several steps to follow

1st Step

- be informed regarding immigration quotas (entrance law for workers coming to Italy) and expiry dates of these

Slide 6

NEXT...

2nd Step

- the employer must visit the Registry Office and asks for an approval for the person he/she would like to employ
- the approval is the first authorisation that Italy grants to a foreign worker

3rd Step

- If no problems occur, the Office will send an approval to the employer

Slide 7

NEXT...

4th Step

- the application is sent via the Internet to the Consular Office in the country of origin

5th Step

- if the worker falls into the number set out by law, he/she can ask for an Italian entry visa at the Consular Office in his/her country

6th Step

- the Consulate grants the visa and informs the Italian authorities

Slide 8

AFTER THE VISA...

7th Step

The worker must report to a General Immigration Desk to:

- sign the contract
- collect the form and apply for a residence permit

Warning

The worker must complete this process within 8 days of the approval, otherwise it is illegal

Slide 9

GENERAL IMMIGRATION OFFICE

The General Immigration Office is the office of the Prefecture where the following is taken care of:

- work
- family reunification
- residence permit

Slide 10 FOR MORE INFORMATION

Working legitimately

In order to work legitimately it is necessary to have an employment contract, when there is no contract, you are working illegally

Working illegally: being outside of the law with no rights

For further information

- ask a Trade Union

Slide 11 THE EMPLOYMENT CONTRACT

There are different types of contracts:

- | | |
|----------------------|-------------------------------|
| * Employed | * Self-employed |
| * Permanent contract | * Contract on a project basis |
| * Fixed contract | * Casual |
| * Part time | * Ancillary casual labour |
| * Apprenticeship | |
| * Temporary | |

Slide 12 THE RIGHTS OF THE EMPLOYEE

The employee must respect:

- the job (work duties), the hours and deadlines outlined in the contract
- the company regulations
- security regulations (link)
- sickness regulations

Slide 13 THE RIGHTS OF THE EMPLOYEE

1st written appointment (1 copy for the employee) with:

- date of employment
- job (duties)
- type and length of employment
- position, level and qualification
- salary (pay)

Warning

A trial period lasting from 30 days up to 6 months can be expected

Slide 14 OTHER RIGHTS...

- contracted hours: 40 per week (with overtime: no more than 48 hours)
- holidays pay: 26 working days (compulsory)
- public holidays: 1 day of rest every week + public holidays as stated in the calendar
- paid holidays and unpaid holidays
- compulsory maternity leave (2 months before and 3 months after the birth)

Slide 15 JOB CENTRES

- These are public service centres for all workers (link with addresses)
- When a person loses their job they are required to register as a jobseeker in order to obtain unemployment benefit

Slide 16 UNEMPLOYMENT BENEFIT

It is a reduced pay for those who lose their job
 You are entitled to unemployment benefit if you have been working legitimately and have paid tax for at least a year

For further information ask a Trade Union

Slide 17 GLOSSARY

employment: work as an employee with a regular contract

contract: an agreement between employer and employee

contributions: employment taxes

employer: individual, company, agency that offers work

employee: a person that works for a company, agency or others that offer work

Slide 18 GLOSSARY

holidays: free days and rest days

public holidays: annual holidays, celebrations

unemployment benefit: reduced pay for those who lose their job

dismissal: contract dissolution

job seekers: list of people seeking employment

job: type of work, duties

pay: wage, salary