

## WORK IN POLAND

### WANT TO WORK IN POLAND? REMEMBER, THAT:

- you choose your employer voluntarily. No one can make you work in this company;
- You can get a job:
  - a) directly in the company where you will work,
  - b) for a person who does not conduct business (for example, working for the care of a child or an elderly person),
  - c) through the agency;
- before starting work you must obtain the relevant documents from your employer;
- You have the right to ask your employer about everything you want to know about your job.

First of all, ask about: a) the type of work or what tasks you have to perform, b) working time, that is, how many hours per week or month you will work, c) what contract you will receive (types of contracts and other documents necessary for legal work will be discussed in the second part), d) what reward you will get.

There are several questions you cannot ask your employer. Ask everything that you do not know or do not understand;

- you must know who your employer is. You can not always personally know the owner of the business, but you need to know who it represents and what is the name of the company in which you work;
- no employer can force you to give money or live in an apartment / hotel that you offer (only you agree with such conditions or not).

**REMEMBER THAT ONLY JURIDICAL WORK GIVES YOU THE RIGHT TO MAKE IT FOR A RESIDENT CARD.**

## DOCUMENTS THAT YOU NEED TO GET FROM THE EMPLOYER BEFORE STARTING A JOB

To start legal work in Poland, you must receive 2 key documents from your employer:

1. application for assignment of work to a foreigner (also known as “application” or “invitation”);  
or provincial work permit
2. contract (for work, order, task)

You must have 2 documents mentioned above, i.e.

statement + contract

or

provincial work permit + contract.

Declaration of trust - received by the employer. According to the statement, you can work a maximum of 180 days a year. You can work 180 days in one application or as a whole in several applications, for example, 100 days for one employer, 40 days for the second and 40 days for the third employer.

Important: the statement is issued for a specific foreigner and for a specific employer. If you change your employer, he must receive a new application for you.

If you change your position, you also need to get a new application.

The employer must provide you with 1 copy of the application (original). Store them with other documents.

Remember that no employer can take money from you for the application!

Provincial work permit - it is obtained for you by the employer. Currently, it is expected from 1 to several months to make a statement. If you worked for 180 days

last year on the basis of an application, you can work only on the basis of a permit from the province.

The permit is issued for a specific foreigner and for a specific employer. If you change employers, you must obtain a new work permit.

If you change jobs, you also need to get a new permit.

The employer must provide you with 1 copy of the work permit (original). Store them with other documents.

Remember that no employer can take money from you for a work permit in the province! **CONTRACT** In Poland, there are three main types of contracts that an employer can sign with you: Employment contract - guarantees for medical and pension insurance. It also guarantees paid vacation and sick pay. It may be signed for a trial period, for a specific period, or for an indefinite period (for an indefinite period). At any time, you and your employer can terminate your employment contract. It should be remembered that a notification period is applied during which work is performed. Therefore, you must terminate the contract in advance. The length of the notice period depends on how long you worked for this employer. Mandate agreement - very often offered by Polish employers. This contract guarantees health insurance and pension contributions. However, this does not entitle you to paid leave or sick leave. Most often it is signed for a specific period. You and your employer may terminate this contract.

A contract for a specific job is the least profitable contract, since it does not guarantee health insurance or pension contributions. If you have an employment contract at a workplace where you are exposed (for example, work on a construction site, at height, a driver's job), talk to your employer that you have an employment contract or employment contract.

Important: if you work under a contract for a specific job and have an accident (at work or outside work), you will be billed for all medical care. You are not entitled to

free medical care. That is why it is so important to perform work on the basis of a contract that guarantees health insurance.

**HEALTH INSURANCE** - gives you the opportunity to use free medical care. You can be insured with NFZ (National Health Foundation) or with a private company to buy an insurance policy. If you work on the basis of an employment contract or a mandate agreement, your employer pays your monthly contributions to the ZUS (Social Security Institute). This gives you insurance in NFZ. If you have an accident at work or need regular visits to the doctor - the insurance costs will be covered by insurance.

Important: The employer is obliged to report you to ZUS within 7 days of the start of your work. At any time, you can ask your employer to issue a document confirming your insurance. If your employer does not want to issue you such a document, be sure to inform ZUS personally (with your passport) and ask about your insurance.

Remember that you are entitled to information on this.

If you work under a specific contract, remember that you are not insured.

You must purchase a private insurance policy.

Important: an insurance policy in a private company gives you the opportunity to visit a doctor in individual clinics, but he probably will not cover the cost of treatment in case of an accident at work.

Entry into the family for health insurance If you are in Poland with your closest relatives and they are not insured, ask your employer to attach them to your insurance. Who can you cover with your insurance:

- wife husband,
- children,

- own child, child of a spouse, adopted, grand-child or foreign child who is cared for, or a foreign child adopted as a foster family or family home, up to 18 years old and, if he is still in school, school, teachers, colleges or scientific Doctoral studies are up to 26 years old, whereas if they have a certificate of severe disability or other people who are treated equally, without age limit; - parents and grandparents who live with you in a joint household.

### **WRONG EMPLOYER - HOW TO ACCEPT THIS**

It happens that someone who offers you a job wants to take advantage of your ignorance of the law, the Polish language or your difficult situation.

Remember that if your company is registered in Poland, it does not necessarily mean that it operates in accordance with the law. Be careful. A person who can protect you from dishonest employers (including agencies) is YOU.

### **WHO SHOULD YOU KNOW THAT THE EMPLOYER WANTS TO BE PASSED YOU:**

1. Promises you a contract and documents (discharge / work permit) in the future, but “now you have to work without documents”.
2. This gives you the opportunity to sign the contract (sometimes other documents) in Polish, even if you do not understand their content.
3. To make you live in a hotel or apartment for which you participate. This may tell you, but you decide where you want to live.
4. Your passport or residence permit is required. Remember that your employer cannot save your passport or card. If he does, contact the police or the border service immediately.
5. Tells you to pay "for documents" or takes part of the payment. Many employment agencies use foreigners, ordering them to pay for “settlement” documents, including residence cards.

The only fee that must be paid by the voivodship office when applying for temporary residence and work is 440 zł. You must pay 50 zlotys before issuing a residence card.

6. It does not allow you to quit work. He threatens you that he will report this to the regional office or to the border service, and you will lose the right to remain in Poland.

Remember that you decide where you work and you have the right to terminate the contract at any time.

## **WHERE SEARCH FOR HELP**

If you feel deceived, you are threatened, or you do not know what to do in a given situation, report it to the appropriate agencies or organizations. Do not be alone with your problem. You have the right to ask for advice, help, information. And for intervening in your case.

### **MOST IMPORTANT CONTACT NUMBERS:**

112 national emergency number

You can ask for help under this number.

The operator 112 may, if necessary, accept the event and send it to the fire brigade, police or ambulance service.

Dialing 112 does not require unlocking the mobile phone keypad. In addition, the number 112 can be dialed in the phone without a SIM card.

**999 - EMERGENCY EMERGENCY SITUATION**

**998 - FIRE**

**997 - POLICE**

**986 - CITY PROTECTION**

## **Addresses of police stations**

Main Administration of the City Police, st. Nova Ogrody 27 tel. 58 321 62 22

Police station I, st. Platinum 6F, tel. 58 321 67 22

Police station II, st. Grobl's 4, tel. 58 328 44 22

Police station III, st. Byala 1A, tel. 58 521 15 22

Police station IV, st. Kapruv 14, tel. 58 521 14 22

Police station V, st. Coast Defenders 19, tel. 58 521 12 22

Police station VI, st. Kashtanov 6, these. 58 521 17 22

Police station VIII, st. Kartuska 245, tel. 58 321 68 22

Police Commissariat IX, st. Balcerskiego 35, tel. 58 521 11 22

### Sopot

General Directorate of the City Police Armii Krajowej 112A, tel. 58 52 16 200, 58 52 16 222

### Gdynia

General Directorate of the City Police Portov 15, tel. 58 662 19 00

Police station (mródmieście) ul. George Washington 11, tel. 58 66 21 155, 58 66 21 867

Police station (Redlovo) ul. Korchak 1a, tel. 58 66 21 225

Police station (Chilonia) st. Ovsian 5, tel. 58 66 21 355, 58 62 30 051

Police station (Karviny), st. Gabrieli Zapolsky 1, tel. 58 66 21 455, 58 66 91 707

Police station (Oksyvie) st. Zelona 17B, tel. 58 66 21 555, 58 62 59 074

Police station (Vitomino) st. Chwarznieńska 4, tel. 58 66 21 655, 58 62 40 432.

MARITIME DEPARTMENT OF THE BORDER OF PROTECTION: 58 524 24 64

NATIONAL WORK INSPECTORATE (Gdańsk): 58 520 18 23

St. Okopowa, 7, Gdansk

<https://gdansk.pip.gov.pl/pl/kontakt>

SUPPORT CENTER FOR IMMIGRANTS AND IMMIGRANTS

Ul. GDYŃSKICH KOSYNIERÓW 11/1

Contact by email: [centrum@cwii.org.pl](mailto:centrum@cwii.org.pl)

Protection of Immigration Rights

Ul. GDYŃSKICH KOSYNIERÓW 11/1

Contact by email: [help@cwii.org.pl](mailto:help@cwii.org.pl)