



THE ABC OF **MY RIGHT**

- The employment contract
- The paycheck
- Unemployment benefit
- The protection of rights



1. The employment contract

- a. The assumption
- b. The salary
- c. The paycheck

2. Social security

- a. Unemployment benefit
- b. Family allowances
- c. Accident and sickness allowance

3. The protection of rights

The assumption

With the recruitment, the employment relationship is established. This can be for a fixed term or for an indefinite period.

Fixed-term employment is the most common and determines the establishment of a fixed-term relationship which ends upon expiry of the pre-established term indicated directly in the contract. The recruitment is made by working phase or by seasonal activity.

The employer communicates the job hiring of the worker with the Unilav model.

3/1/2021

RICEVUTA

Data invio : 03/01/2021 10.27.40

Comunicazione A

Codice comunicazione :

Protocollo n del



REGIONE
PUGLIA

Comunicazione di Assunzione

Modello UNIFICATO - LAV

Tipo di comunicazione: Comunicazione Obbligatoria

Sezione 1 - Datore di Lavoro

| | | | |
|--------------------------|---|-----------------------|----|
| Codice fiscale | | P.Iva | |
| Denominazione | | | |
| Azienda artigiana | No | Azienda agricola | No |
| Settore Ateco | 01.13.10 - Coltivazione di ortaggi (inclusi i melo... | | |
| Pubblica Amministrazione | N | | |
| Comune sede legale | | C.A.P. sede legale | |
| Indirizzo sede legale | | | |
| Telefono sede legale | | Fax sede legale | |
| E-mail sede legale | | | |
| Comune sede di lavoro | | C.A.P. sede di lavoro | |
| Indirizzo sede di lavoro | | | |
| Telefono sede di lavoro | | Fax sede operativa | |
| E-mail sede di lavoro | | | |

Sezione 2 - Lavoratore

| | |
|--|----------------------------|
| Codice fiscale | Sesso |
| Cognome | Nome |
| Comune (o stato estero) di nascita | Data di nascita |
| Cittadinanza | Titolo di soggiorno |
| Motivo titolo di soggiorno | Numero titolo di soggiorno |
| Scadenza titolo di soggiorno | |
| Questura rilascio titolo di soggiorno | |
| Sussistenza di sistemazione alloggiativa | |
| Impegno del Datore di lavoro al pagamento delle spese di | |

3/1/2021

rimpatrio

Comunicazione A

Comune residenza

CAP residenza

Indirizzo residenza

Comune domicilio

CAP domicilio

Indirizzo di domicilio

Livello istruzione

Sezione 4 - Rapporto di lavoro

| | | | |
|---------------------------------|---|---|--|
| Data inizio | 04/01/2021 | Data fine | 31/03/2021 |
| Ente previdenziale | INPS | Codice Ente Previdenziale | |
| P.A.T. INAIL | | Socio lavoratore | No |
| Lavoro in mobilità | No | lavoro stagionale | Si |
| Tipologia contrattuale | LAVORO A TEMPO DETERMINATO | | |
| Tipo Orario | TEMPO PIENO | Ore settimanali medie | |
| Qualifica professionale (ISTAT) | bracciante agricolo | | |
| Mansione | RACCOLTA ORTAGGI IMBALLO E LAV. VARI | | |
| Contratto collettivo applicato | AGRICOLTURA - Operai florovivaisti | | |
| Livello Inquadramento | QUALIFICATO Area 2 Livello D | Tipo lavorazione | RACCOLTA ORTAGGI IMBALLO E LAV. VARI- |
| Assunzione Obbligatoria | NO | Categoria Lavoratore per Assunzione Obbligatoria | |
| Lavoro in agricoltura | SI | | |
| Retribuzione/Compenso | 16893 | Giornate lavorative previste | |

Sezione 5 - Dati Invio

| | | | |
|---|----|-------------------------------------|---|
| Data invio | | Versione | |
| Soggetto che effettua la comunicazione | | Codice fiscale soggetto attuatore | |
| E-mail | | Tipologia sogg. attuatore | Consulenti del Lavoro (art. 1, co. 1, L. 12/79) |
| Assunzione per cause di forza maggiore | No | Descrizione causa di forza maggiore | |
| NOTE (ad uso esclusivo del portale sintesi) | | | |

With the job hiring the employment relationship, regulated by the national and provincial collective agreement stipulated by the trade unions, is established.

The collective agreement, a contract that concern all workers employed in that particular sector, regulates the rights and obligations of the parties.

Some examples

classification of workers

The worker must be hired with the qualification established by the employment contract and must be assigned to the duties provided for in the contract

working hours

The working hours are 6 hours and 30 minutes for day and 39 hours for week. The excess time must be paid with a surcharge.

rest and holidays

Workers have the right to one day off for week and public holidays provided for by law.

wage

The collective agreement sets the monthly wage valid for all workers.

illness and injury

The worker has the right, in the event of illness or injury, to social security allowance and a wage supplement paid by C.I.A.L.A.

safety and hygiene at work

The employer is responsible for legal obligations relating to safety in the workplace, such as the supply of work equipment.

The wage and the paycheck

The remuneration of the work performed is established by the provincial contract of agricultural workers in the province of Foggia and depends on the type of job performed and the contractual framework.

Below is the pay table approved in the renewal of the provincial contract of 9 August 2021.



Tabelle paga per gli operai agricoli a tempo determinato della Provincia di Foggia variate a seguito del rinnovo del CPL del 9.08.2021

VALIDITA' 1 AGOSTO 2021

| AREA | LIVELLO | SALARIO CONTRATTUALE | SALARIO CONTRATTUALE (a) | 3° ELEMENTO (b) | SALARIO LORDO (c) | TRATTENUTE PREVIDENZIALI (d) | TRATTENUTE CONTRATTUALI (e) | NETTO (f) | TFR (g) |
|---------|---------|----------------------|--------------------------|-----------------|-------------------|------------------------------|-----------------------------|-------------|-------------|
| | | € | € | € | € | € | € | € | € |
| | | | (a x 30,44%) | (a x 30,44%) | (a+b) | (c x 8,84%) | (c x 0,55%) | (c - d - e) | (a x 8,63%) |
| Prima | 1 | 66,87 | 68,21 | 20,76 | 88,97 | 7,86 | 0,49 | 80,62 | 5,89 |
| | 2 | 63,88 | 65,16 | 19,83 | 84,99 | 7,51 | 0,47 | 77,01 | 5,62 |
| | 3 | 61,45 | 62,68 | 19,08 | 81,76 | 7,23 | 0,45 | 74,08 | 5,41 |
| Seconda | 1 | 58,17 | 59,33 | 18,06 | 77,39 | 6,84 | 0,43 | 70,13 | 5,12 |
| | 2 | 52,11 | 53,15 | 16,18 | 69,33 | 6,13 | 0,38 | 62,82 | 4,59 |
| | 3 | 47,24 | 48,18 | 14,67 | 62,85 | 5,56 | 0,35 | 56,95 | 4,16 |
| Terza | 1 | 42,35 | 43,20 | 13,15 | 56,35 | 4,98 | 0,31 | 51,06 | 3,73 |
| | 2 | 36,04 | 36,83 | 11,21 | 48,04 | 4,25 | 0,26 | 43,53 | 3,18 |

[Handwritten signatures]

The paycheck

The pay check is the document that the employer provides to the worker with the amount of the salary paid for the month of work and the days worked.

The amount of the salary that must be paid in full by traceable means and not by hand is found at the bottom left under "netto in busta".

The days, on the other hand, can be found under the item "gg. retr."

Autor. 10723 del 28/12/2008

BT

PERIODO RETRIBUTIVO
MAGGIO /2021

DIPENDENTE 11

| | | | | | | | | | |
|----------------|------------------|---------------------|-----------------|--------------------|-----------------------|--------------------|------------------|-------------------|-----------------|
| CODICE FISCALE | | DATA DI NASCITA | | DATA DI ASSUNZIONE | | DATA CONVENZIONALE | | DATA CESSAZIONE | |
| | | | | 04/01/2021 | | | | 31/05/2021 | |
| LIVELLO | % PT | QUALIFICA/CATEGORIA | | CENTRO DI COSTO | | GG. ANF | ASS. NUCLEO FAM. | N. SCATTI | PROSSIMO SCATTO |
| 2-2 | | 1635BRACC AGRICOLA | | | | | C F A | | |
| ORE LAV. | GG. LAV. | ORE/GG. RETRIBUITI | SETT. RETR. | GG. DETR. | DETRAZ. CARICO FAMIL. | DIFF. APPR. | POSIZIONE INPS | | POSIZIONE INAIL |
| 26,00 | 4 | 4 | 3 | 9 | C F A | | 1100100100 00 | | |
| Paga Base | Agr. Quota TFR 8 | Agr. Integr. Prov. | Agr. Aut. CCPL% | Terzo elemento | | TOT. ELEM. FISSI | | RETR. GIORNALIERA | RETR. ORARIA |
| 1.354,86000 | 116,92442 | 0,76000 | 1,50000 | 412,41938 | | 1.886,46380 | | 72,55630 | 11,16251 |

LEGENDA: Pr: Presenza;

| MESE | Mag | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------------|-----|---|----|---|---|---|---|----|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| MESE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ORDINARIO | | | Pr | | | | | Pr | | | | Pr | | | | | | Pr | | | | | | | | | | | | | | |
| STRAORDIN. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ASSENZA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| DESCRIZIONE | PERCENTUALE | GG./ORE | IMPORTO UNITARIO | COMPETENZE | DETRAZIONI |
|---------------------------------|-------------|---------|------------------|------------|------------|
| GG. di Retribuzione Ordinaria | | 4,000 | 72,55630 | 290,23 | |
| Agr. Contr. C.A.C. | | | 0,72500 | | 0,73 |
| Agr. Contr. EXTRALEGEM | | | | | 0,87 |
| Reddito complessivo | 1.769,58 | | | | |
| Reddito utile Bonus | 1.769,58 | | | | |
| Dettaglio detrazioni conguaglio | | | | | |
| - Lavoro dipendente | 360,55 | | | | |
| Dettaglio detrazioni mensili | | | | | |
| - Lavoro dipendente | 46,36 | | | | |
| Add. Reg. A.C. | 25,13 | | | | |
| Add. Coat. A.C. | 14,16 | | | | |

TOTALI 290,23 1,60

| CONGUAGLIO | | | | | | | | | |
|--------------------|-------------------|-------------------|------------------|-----------------------|------------------------|------------------------|------------------------|-----------------------|-------------------------|
| IMPONIBILE FISCALE | IMPOSTA LORDA | DETRAZIONI | IMPOSTA NETTA | IMPOSTA RITENUTA | CONGUAGLIO | IMPONIBILE INAIL | IMPONIBILE TFR | QUOTA TFR MESE | PREV. COMP. CONTR. CAZ. |
| 1.769,58 | 407,00 | 360,55 | 46,45 | 39,45 | -7,00 | | | | |
| IMP. INPS | IMP. INPS ARR. | RITENUTE INPS | ALTRE RITENUTE | RIT. C.E. | RIT. DERIVANTI | | PREV. COMP. CONTR. C/D | TOT. RITENUTE SOCIALI | |
| 290,23 | 290,00 | 25,64 | | | | | | 25,64 | |
| IMP. FISCALE | IMPOSTA LORDA | DETRAZIONI | IMPOSTA NETTA | IMP. TASS. SEPAR. | ALIQUOTA TASS. SEPAR. | IMPOSTA TASS. SEPARATA | TOT. RITENUTE FISCALI | | |
| 252,93 | 60,49 | 46,36 | | | | | | | |
| IMP. ADDIZIONALE | ADD. REGION. A.P. | ADD. REGION. A.C. | ADD. COMUN. A.P. | ADD. COMUN. A.C. | ADD. COMUN. ACCONTO | TOTALE RITEN. ADDIZ. | | | |
| 1.769,58 | | 25,13 | | 14,16 | | 39,29 | | | |
| TOTALE COMPETENZE | TOTALE DETRAZIONI | RITENUTE SOCIALI | RITENUTE FISCALI | TOT. RIT. ADDIZIONALI | +/- CONGUAGLIO FISCALE | +/- ARR. PRECED. | +/- ARR. ATTUALE | NETTO IN BUSTA | |
| 290,23 | 1,60 | 25,64 | | 39,29 | -7,00 | 0,14 | | 216,84 | |

| FERIE in GG | | | | PERMESSI | | | | ALTRE MOVIMENTAZIONI in GG | | | | BANCA ORE | | |
|---------------|---------------------|------------|----------------|----------------|----------------------------|--------------------|---------|----------------------------|--------|------------|---------|-----------|--------|---------|
| MATURATE | GODUTE | NON MATUR. | RESIDUE | MATURATI | GODUTI | NON MAT. | RESIDUI | MATURATE | GODUTE | NON MATUR. | RESIDUE | MATURATE | GODUTE | RESIDUE |
| A.P. | | | | | | | | | | | | | | |
| A.C. | | | | | | | | | | | | | | |
| Tot. | | | | | | | | | | | | | | |
| PROG. FISCALE | PROG. IMPOSTA FISC. | PROG. INPS | PROG. TFR A.C. | TFR ACC. 31/12 | TFR ACC. PREV. COMP. 31/12 | TFR 31/12 ANTICIPO | | | | | | | | |
| 1.769,58 | 39,45 | 1.943,00 | | | | | | | | | | | | |

Data ed ora di stampa: 04/05/2021 16.39.01

Gruppo Buffetti SpA, Autorizzazione Inail n. 178 del 15/01/2009

Firma per quietanza

Social security

Social security covers situations of need that may occur during the life of the worker (eg marriage, birth of children, maternity, illness, accident, unemployment, suspension of activities or invalidity and old age).

In these cases, the social security system provides for the payment of indemnities or economic benefits that serve to:

- Integrate the worker's salary (e.g. allowance for the family)
- Make up for the loss of wages in the event of harmful events (e.g. accident, illness, unemployment)
- Guarantee a pension in case of cessation of work

a. Unemployment benefit

The agricultural worker is entitled to unemployment benefit regardless of the actual unemployment status.

The allowance is up to all workers

- Enrolled in the lists of agricultural workers
- With two years of insurance seniority
- Who have worked at least 102 days in the past two years

It is also possible to accumulate the days spent in other sectors as long as agriculture remains the predominant sector.

The unemployment application must be submitted by March 31 of the year.

It is possible to check the days declared starting from the month of April.

To submit an unemployment application, it is necessary to have a residence permit covering the year to which it refers.

After submitting the application by 31 March, INPS publishes the registry lists with the number of days declared by the employer.

From the expiry of the publication of the registry lists (published for 15 days) each worker has 30 days to file an appeal for the incorrect registration of the days by asking the employer for a copy of the monthly / quarterly reports (DMAG) with receipt of sending to the Inps.

It may happen that the employer sends the reports late, ie after the publication of the registry lists.

Upon the outcome of the appeal, INPS will rectify the correct number of days.

In the event that 30 days are exceeded, it is always possible to initiate legal action within 120 days of the publication of the lists.

b. Family allowances

The allowance for the family unit is due to workers with a spouse and dependent minor children residing in Italy.

The allowance varies according to the number of members of the family and the overall income of the family.

c. Illness and accident

Sickness benefit is a benefit to which employees are entitled during periods of absence due to illness.

Farm workers are entitled to the disease if they spent at least 51 days in the agricultural sector in the previous year.

To obtain payment, you must go to the attending physician who must send the electronic certificate of illness to INPS. The sick days will be indicated in the certificate.

The accident

The accident occurs in the event of an accident in the performance of one's work.

In the event of an accident, the worker must provide the employer with the first aid medical certificate.

The employer must then inform Inail.

3. The protection of rights

Trade unions are workers' associations that deal with the protection of rights.

The trade unions represent the workers and protect the rights of all workers in the category (in this case the trade union of the agri-food sector represents the agricultural workers).

The three confederal unions are CGIL, CISL and UIL. The federations of the agricultural sector are Flai Cgil, Fai Cisl and Uila Uil.

The unions sign binding agreements for all workers which, in the case of farm workers, are national and provincial collective agreements.

The trade unions offer assistance and advice in labor disputes with employers and control of contracts and payslips and also offer tax assistance through Caf and patronati.

It is possible to contact the union for any problem relating to the employment relationship.

What can I do if the employer does not pay me?

I can go to the union for a vertenza sindacale.

The vertenza sindacale is a tool to protect the worker when the company does not comply with the rules set out in the employment contract and collective agreements.

Among the most frequent violations is non-payment or payment of an amount other than that agreed, non-compliance with working hours, non-delivery of the pay check.

To start the dispute you must go to your reference union and expose your problem, bringing with you all the documentation relating to the employment relationship. The union will call the employer and try to solve the problem without going to legal action.

In the event of a negative outcome, legal action will be taken.

In addition to trade union protection, you can always contact the labor inspectorate and the police to report your employer.

The employer is required to give the worker the pay slip every month to allow him to check the salary and the days worked.

In case of problems I can contact the union to protect your rights.

It is a good practice to write down the days and hours worked each month which will be useful in case of subsequent problems.

You must never accept the payment of a part of the salary by hand because it means that the employer has not declared all the days worked.

What can I do if I am working without a contract?

You can always contact the union who will help you regularize your position with the employer.

If the problem is not resolved, you can make a complaint to the labor inspectorate or to the police.

L'abc dei miei diritti è stato realizzato da
Fai Cisl Foggia
Anolf di Foggia