

SUBJECT	LEGAL CHANGE	ACTION REQUIRED
<b>Minimum wage</b>		
<b>Increases to monthly and hourly minimum rates</b>	<p>The monthly and hourly minimum wage rates will be increased to PLN 2250.00 gross and PLN 14.70 gross respectively.</p> <p>Effective date: January 1, 2019.</p>	Ensure payroll is aware of the changes.
<b>Record retention</b>		
<b>Changes to the format, organization and retention of personnel files</b>	<p>(1) Personnel files can be kept in electronic format.</p> <p>(2) New rules apply to the organisation of personnel files. E.g. HR must keep files for 10 years, instead of 50.</p> <p>(3) Employers no longer need written employee consent to pay their salary by bank transfer.</p> <p>Effective date: January 1, 2019.</p>	Become familiar with the new rules and update internal HR policies and practices.
<b>Trade unions</b>		
<b>Changes to trade union rules</b>	<p>The changes include:</p> <p>(1) additional union member rights to employees working under civil-law contracts;</p> <p>(2) new rights for unions to access more information from employers;</p> <p>(3) obligations on unions to notify employers of certain information;</p> <p>(4) an increase in union representation thresholds.</p> <p>Effective date: January 1, 2019 (with minor exceptions)</p>	Be aware of the changes if dealing with unions and employee members working under civil-law contracts.
<b>Employee benefits</b>		
<b>Introduction of employee capital plan (ECP) saving scheme</b>	<p>(1) Employers must implement and manage an ECP for employees.</p> <p>(2) Employers and employees must pay mandatory contributions into the ECP.</p> <p>(3) If additional criteria are fulfilled, an annual additional payment from public funds can be expected.</p> <p>(4) A worker can withdraw from an ECP but the employer must tell them they can re-join every four years.</p> <p>General effective date: January 1, 2019.</p> <p>The rules will apply to employers in stages, depending on the size of the workforce:</p> <p>(1) more than 250 employees: July 1, 2019</p> <p>(2) more than 50 employees: January 1, 2020</p> <p>(3) more than 20 employees: July 1, 2020</p> <p>(4) remaining employers: January 1, 2021</p>	<p>(1) Become familiar with the rules and plan ahead.</p> <p>(2) Diarise the implementation date for your business and plan ahead to ensure timely compliance.</p> <p>(3) Ensure that the relevant contracts with financial institutions are signed and contributions are made regularly.</p>

This is a high level general update only. Legal advice should be obtained on specific circumstances.