

Understand what you sign

What is this document?

This document is a guide to understanding concepts related to work and payslips, in a simple way especially those with disabilities

That is why this guide:

- Is written in an Easy-to-Read format, i.e. in a simple way.
- Is aimed at making it easier for people to sign employment contracts, with a good understanding of what they are doing.
- It aims to guarantee personal autonomy and individual empowerment.



Empowerment occurs when a person feels that they are in control of their own decisions

What is this guide for?

This guide is for:

- Understanding the important words in a contract or a payslip.
- Knowing your rights and duties as an employee.
- Knowing what documents you need and what information you should check before signing a contract.

In this document you will find:

- Important advice.
- Easy-to-Read concepts guide:
 - Payslip and contract concepts.
 - Disability concepts.

Definitions are listed in alphabetical order.

If you find a word within a definition that you don't understand it may be defined further below.

If you do not find it, do not hesitate to contact us so that we can help you.

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Important advice

Before signing a contract, it is important that you check all the details to make sure that everything is correct and you understand what you are signing.

Here are some simple tips to help you:

Check your personal details

Make sure that your name, surname, DNI or NIE, address and social security number are written correctly.

Check your contract

Make sure that the salary, tasks and other conditions are as they explained to you.

Important advice

Check the salary

- The salary can never be less than the minimum wage (SMI) which changes every year.
- If you are working fewer hours, check if what you are paid per hour is correct according to the SMI per hour.

Ask if you have any doubts

Speak to the Human Resources Department of your company if something is not clear to you.

The **SMI** is the minimum amount of money that a company must pay its workers by law.



Easy-to-Read concept guide

Payslip and contract concepts

Here we explain in simple terms the words that appear in contracts and payslip so that you can understand them clearly.



Affiliation number

This is a number given to you by Social Security that identifies you as a worker.

You will find this number on your payslip, on your health card or by asking the Social Security.

You need it to be able to:

- Pay contributions.
- Access pensions, subsidies or benefits.

Base salary

This is the fixed salary that you receive each month without counting extras such as supplements.

Benefits and allowances

This is the financial support you receive in situations such as the following:

- Being out of work or having finished all your unemployment benefit.
- Having an illness or an accident that prevents you from working.
- Having children or dependants.



These benefits have requirements and are administered by Social Security and other public institutions.

Collective agreement

This is an agreement that explains the rights and duties of workers and the company.

It deals with aspects such as:

- Holidays.
- Leave.
- Working hours.
- There are different agreements depending on the sector, region or company.

If you don't know which one is yours, ask the company.

Compensation

This is the money that the company gives you at the end of your contract if, for example:

- Your contract ends. You get 1 day's salary for each month that you have worked.
- You are fired without justification (unfair dismissal).

Important: if you leave the job on your own account or you do not pass the probationary period you will not receive compensation.

Contribution group

This is a group that is assigned by the Social Security system according to the type of work you do.

There are 11 different groups.

It is used to calculate benefits, unemployment in the future, etcetera.



Double pay

This is the extra pay you get some months, usually twice a year, depending on the agreement.

Each extra payment is usually one month's salary.

Some companies may split this money and add it to each month's salary instead of giving double pay.

This is called "pro-rata payments".

Final settlement

This is the last payment you receive when you finish working at a company.

It includes:

- The days you have worked and not been paid.
- The extra payments due.
- The holidays that you have not used.
- Severance day, if applicable (for dismissal or termination of contract).



Gross salary

This is your total salary before taxes and contributions.

This is usually negotiated and can be per hour, per month or per year.

Holidays

This is the time off you have each year while still receiving your salary.

By law, you have at least 30 days per year (2 and a half days for each month you have worked).

In some cases, the collective agreement may give you more days.

Saturdays, Sundays and public holidays do not count as holidays.

IRPF

This stands for personal income tax.

This is the money that is deducted from your payslip every month to pay your tax.

The amount depends on a number of things:

- How much money you earn.
- Your personal situation (if you have a disability, children, etc.).
- If you have a disability, this tax may be lower.



Medical examination

This is the medical examination that some companies ask for when you start your contract.

It is used to check that you do not have any health problems that would prevent you from doing your job.

This examination is voluntary, but if you do not take it, the company may decide not to hire you because they will not know if you are capable of doing the job.



Notice

This is the mandatory notice that either you or your employer must give if you want to terminate the contract before it ends.

- If the company fires you, it must give you advance notice.
- If you decide to leave your job you must also give notice in good time.

Notice is important because the other party has time to get organised.

If you do not give notice, there may be financial penalty:

- Money deducted from your final settlement.
- Paying an extra amount.

Net salary

This is what you actually receive each month after taxes and contributions.

Payslip

This is a document that explains how much money you earn for your work. It includes:

- Your gross salary.
- The deducted taxes and social security contributions.
- Your net salary.

You should always have access to your payslips.

Pensions

This is the money you receive each month when you are no longer able to work.

For example:

- If you retire.
- If you have a permanent disability.

Pensions are paid by Social Security and depend on the contributions you have made during your working life.



Professional category

This is the decision of the collective agreement and it sets out the tasks to have to perform based on your training and experience. It also defines the minimum salary you can earn.

Probationary period

This is the initial period of the contract in which you or the company can terminate it without giving any justification or paying compensation.

Depending on the job, it can last:

- One month.
- Three months.
- Six months.

Social Security contributions

This is the money that is deducted from your payslip.

This money is used for things like:

- Unemployment benefits.
- Retirement.
- Vacational training.
- Sickness.

Supplements

These are the extra amounts that are added to your basic salary. For example:

- Night bonus (for working at night).
- Productivity bonus (for working better or faster).
- Transport bonus (for commuting to work if you live far away).

Signing the contract

- You must sign the contract before you start work or on the day you start.
- Make sure you keep a copy of the contract.
- Both you and the company must sign every page.

Working hours or schedule

This is the way your working hours are organised.

It might be, for example:

- Monday to Friday.
- Monday to Sunday.

This also appears in the contract.

Voluntary redundancy

- This is the decision to leave your job before the end of your contract.
- It is your decision, and if you do so, you are not entitled to severance pay.

Working day

This is the number of hours you work. It can be:

- Full-time: usually, 40 hours a week.
- Part-time: less than 40 hours or less than what the contract states.

Work centre

This is the exact address of the place where you will be working.

Disability concepts

Disability certificate

This is a document that officially recognises that you have a disability.

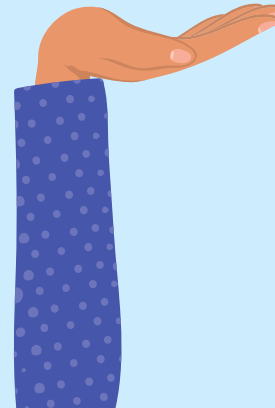
It is considered a certified (official) disability when it is equal to or higher than 33 %.

This certificate assesses whether your health affects your day-to-day life and to what degree.

- It can be permanent or subject to review (it is reviewed on a specific date).
- You are given a percentage of disability according.

This certificate is given by the autonomous community where you live, but it is valid for the whole of Spain.

If you have a disability of 33 % or more and you inform the Social Security, the companies that hire you will be able to receive subsidies.



General Law on Disability (LGD)

This is a law that obliges companies with more than 50 employees to have a minimum of 2 % of their workforce made up of people with a disability of 33 % or more

Job offers for people with disabilities or incapacity

Companies must comply with the LGD, and can offer employment:

- In ordinary companies.
- In special employment centres (CEE).



Permanent disability

This is when you are no longer to work after a temporary disability and medical treatment.

The National Institute of Social Security (INSS) decides whether you are entitled to this disability status.

There are different degrees depending on how much it affects your ability to work:

- Partial: you can work, but with certain limitations.
- Total: you cannot do your usual job, but you can do others.
- Absolute: you cannot do any work.
- Severe disability: you need the help of another person to carry out your daily activities.

These degrees can be reviewed and changed if your health improves or worsens.



Reasonable adjustments

These are changes that the employer makes to adapt the work to meet needs of people with disabilities, wherever possible.

This ensures equality and inclusion.

Social employment centre (CEE)

This is a company created to provide adapted employment to people with disabilities or those in a situation of social exclusion.

The majority of its staff must have a disability.



Subsidised contract

This is a type of contract for which the company receives financial assistance. For example:

- Social Security subsidies.
- Tax incentives.

These contracts are carried out in the following cases:

- For people with disabilities.
- For people under 30 years of age or over 45 years of age who have not worked for more than 1 year.
- For victims of gender-based violence.

This contract cannot be used by temporary employment agencies (ETT), but it does comply with the LGD.



Temporary disability

This is when you are unable to work for a period of time due to situations such as the following:

- A common illness.
- A non-work-related accident.
- An accident at work or an occupational disease.

It is also called "sick leave",
If the sick leave lasts more than 1 year, they can assess whether the incapacity can be considered permanent.



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