

HOW TO HIRE MY FIRST EMPLOYEE IN GREECE

MAIN LEGAL STEPS TO FOLLOW TO HIRE A FIRST EMPLOYEE

Employer registration with the Social Security Institution

- Every employer must register with the competent local branch of the Social Security Institution, where the business has its legal seat.
- The registration form containing all the details of the employer is submitted either by the entity's legal representative or its legal nominee.
- The form is accompanied by a number of documents, which vary, according to the entity's legal form and inter alia include a certificate with the date of the entity's commencement of business, a photocopy of the legal representative's identity card or passport, a photocopy of the entity's statutes and a standard contract of employment.

Following this, the business obtains an Employer's Registration Code.

Notification of the Hiring of Employees

The hiring is effected electronically within 3 working days from hiring. Every subsequent hiring must be notified within the same day and in any case before the employee commences work.

Changes Regarding the Employer's Details

Any changes regarding the employer e.g. the ceasing of activities, the change of legal seat, the change of the responsible company officials etc, must be notified to the Social Security Institution.

Social Security Contributions

The employer is responsible for paying his share of the security contributions as well as those of the employees.

Other Obligations

The employer must submit electronically a monthly analytical periodic form which contains, amongst others, the duration of the employee's employment being reported, the relevant salary, the social security covers and the social security amounts.

DESIGN AND CONTENTS OF AN EMPLOYMENT CONTRACT

There are two types of employment contracts, those with an indefinite duration and those with a specific one. The employment can be for either on a full time basis (40 hours a week) or on a part time basis (less than 40 hours a week).

An employment contract must contain:

1. Identification details of both parties
2. The place where the work is to be provided
3. The employee's position and the type of work to be provided
4. The date of commencement (and where applicable) the date of termination
5. Paid leave
6. Compensation in case of redundancy
7. All kinds of pay
8. The salary payment date
9. Working hours
10. The applicable collective working agreement

CAN SOMEBODY DO BUSINESS FOR ME AND NOT BE AN EMPLOYEE?

This is possible, in two ways:

1. As a free professional/contractor, issuing a related invoice for the services rendered. Such a person must be registered with the competent tax office and is responsible for his/her social security contributions.
2. By means of a work voucher which is valid for specific occupations, such as for house servants, cleaning and gardening personnel, farm labour etc. The work voucher is a specific document issued by the employer and is equivalent to a cheque. It bears a unique number and is cashed by the employee with a bank, which retains the social security contribution of 25%.