

SINGLE NATIONAL WEBSITES ON POSTING

**Approach to the
presentation of
information stemming
from universally
applicable collective
agreements**

1. Context

Directive (EU) 2018/957 of the European Parliament and of the Council of 28 June 2018 amending Directive 96/71/EC concerning the posting of workers in the framework of the provision of services requires Member States to **publish the information on the terms and conditions of employment of posted workers on the single official national website**, in accordance with national law and/or practice, **without undue delay and in a transparent manner**. The information must include the **constituent elements of remuneration and all the terms and conditions of employment** as specified in the Directive. Member States must also ensure that the information provided on the single official national website is accurate and up to date. Moreover, the **Enforcement Directive 2014/67/EU**, which introduced the need for single official national website, requires Member States in Article 5(4) to ensure that the **relevant information** should, in particular, cover the **different minimum rates of pay** and their **constituent elements**, the **method used to calculate the remuneration** due and, where relevant, the qualifying **criteria for classification in the different wage categories**.

With a view to updating the single national posting websites as foreseen by the transposition of Directive (EU) 2018/957, the European Labour Authority together with its Working Group on Information, developed this **approach to the presentation of universally applicable collective agreements on the single national websites on posting**.

2. Aim and objective

The overarching objective of this draft approach is to ensure provision of information for workers and employers within a common European framework in **a simple and user-friendly way**, allowing access to **comprehensive and accurate information** governing the terms and conditions of employment of posted workers in host Member States in a **transparent manner**. **The approach forms a non-exhaustive and exemplary methodology** for the **layout of information contained in universally applicable collective agreements** to be presented on the single national websites on posting. While the approach remains entirely **non-binding** and of **informative** nature only, it provides accurate **guidance** to Member States on how to present the information in a **transparent, uniform and user-friendly manner** in order to enhance the **consistency of provision of information** across the Union for the benefit of both workers and employers.

3. Caveats

Whereas this approach leaves **flexibility** for presenting collective agreements according to Member States' practice, it also **does not affect in any way the layout and/or content of collective agreements** as such and leaves it to be defined in line with the national labour market models. More importantly, this approach **acknowledges and respects the different national collective bargaining models** in various Member States and therefore **does not attempt to interfere with the autonomy of social partners to conclude collective agreements**.

In light of the foregoing, this **document provides a non-binding approach on how to concisely present and interpret information on posting** (with effective duration less than 12 or, where applicable, 18 months) **on national level to support Member States in the application of Directive 2014/67/EU and Directive 96/71/EC as amended by Directive (EU) 2018/957 (PWD).**

Information on terms and conditions of employment

Item (related provision in PWD)	Information provided	Example
Personal (and material) scope of application	<ul style="list-style-type: none"> - White collar/blue collar; other categories, e.g. professions, sectors (if applicable) 	<ul style="list-style-type: none"> - <i>Collective agreement applies to XXX workers (descriptive)</i>
Period of validity of the collective agreement	<ul style="list-style-type: none"> - Beginning and the end date of the collective agreement (if applicable) 	<ul style="list-style-type: none"> - <i>In force since XXX until XXX</i>
Details of the parties to the collective agreement	<ul style="list-style-type: none"> - The official names of the parties to the collective agreement and their contacts 	<ul style="list-style-type: none"> - <i>Trade union: XXX, contacts XXX</i> - <i>Employers organization: XXX, contacts XXX</i>
Remuneration (Art 3(1)(c))	<ul style="list-style-type: none"> - Minimum gross wage (incl. calculation method: per hour/per piecework) - Minimum gross wage per category (occupational group) 	<ul style="list-style-type: none"> - <i>Minimum gross wage: EUR xxx</i> - <i>Category I [specify occupation]: EUR xxx</i> - <i>Category II [specify occupation]: EUR xxx</i> - <i>Apprentices: EUR xxx</i> - <i>Specify classification (description of categories): EUR xxx</i>
Other elements of remuneration (Art 3(1)(c) and 3(1) para 3)	<ul style="list-style-type: none"> - Overtime - Evening work - Night work - Saturday/Sunday/public holidays work - Shift work - Hazardous work/bonuses for particular working conditions - Daily allowances specific to posting (in so far as they do not constitute reimbursement of costs related to transport to and from work/board) 	<p><i>Depending on sector-specific relevant items:</i></p> <ul style="list-style-type: none"> - <i>Overtime: EUR xxx per hour / overtime rate: X % of salary</i> - <i>Night work: EUR xxx per hour</i> - <i>13th/14th month: EUR xxx</i>

	<ul style="list-style-type: none"> and lodging) - Standby pay - Annual holidays allowance - 13th/14th month bonuses, incl. end of the year bonuses - Other (additional wage components, e.g. seniority allowance, meal vouchers, compensation for daily travel time, capital formation contributions, profit-sharing plans, etc.) 	
Maximum work periods and minimum rest periods (Art 3(1)(a))	<ul style="list-style-type: none"> - Maximum work periods (maximum daily/weekly working time) - Minimum rest periods - Overtime - Breaks - Shifts - Special conditions for the working time regime (e.g. weather/geographical factors/night work/work patterns/reference period, etc.) 	<ul style="list-style-type: none"> - <i>X hours per day</i> - <i>X hours per week</i> - <i>Overtime: maximum X hours per day/per week/per year</i> - <i>Breaks: X hours/minutes after X hours of work</i> - <i>Working time for shifts: from X to Y/ from W to Z</i>
Minimum paid annual leave (Art 3(1)(b))	<ul style="list-style-type: none"> - Amount of minimum paid annual leave 	<ul style="list-style-type: none"> - <i>X days of annual leave</i>
Allowances or reimbursement of expenditure to cover travel, board and lodging expenses (Art 3(1)(i))	<ul style="list-style-type: none"> - Travel allowance (incl. board and lodging) - Meal allowance - Extra information (incl. any deductions, reimbursement of expenditure) 	<p><i>Within country X:</i></p> <ul style="list-style-type: none"> - <i>Travel allowance: EUR xxx/km and/or max. EUR xxx</i> - <i>Meal allowance: EUR xxx</i> - <i>Daily/subsistence allowance: EUR xxx</i> - <i>Lodging compensation: EUR xxx</i> - <i>Deduction: - X% if employer provides board/lodging</i>
Conditions of accommodation (Art 3(1)(h))	<ul style="list-style-type: none"> - The conditions of workers' accommodation where provided by the employer to workers away from their regular place of work 	<ul style="list-style-type: none"> - <i>The employer's obligation to provide accommodation: YES/NO</i> - <i>If YES, preferably descriptive conditions of accommodation</i>

Health, safety and hygiene at work (Art 3(1)(e))	<ul style="list-style-type: none"> - OSH measures - Training entitlement 	<ul style="list-style-type: none"> - <i>Preferably descriptive, referral to sectoral arrangements.</i>
Conditions of hiring-out of workers (Art 3(1)(d))	<ul style="list-style-type: none"> - Conditions of hiring-out of workers, in particular the supply of workers by temporary employment undertakings 	<ul style="list-style-type: none"> - <i>Preferably descriptive</i>
Specific protective measures (Art 3(1)(f))	<ul style="list-style-type: none"> - Protective measures with regard to the terms and conditions of employment of pregnant women or women who have recently given birth, of children and of young people 	<ul style="list-style-type: none"> - <i>Preferably descriptive</i>
Equality of treatment (Art 3(1)(g))	<ul style="list-style-type: none"> - Equality of treatment between men and women and other provisions on non-discrimination 	<ul style="list-style-type: none"> - <i>Preferably descriptive</i>
Link	<ul style="list-style-type: none"> - Link to the original text of the collective agreement 	<ul style="list-style-type: none"> - <i>Hyperlink (indicate available language(s))</i>
Additional information options		
Contact points	<ul style="list-style-type: none"> - Link to the contact points of trade unions/employer associations - Information on the contact points for liaison office/competent national bodies (such as Labour Inspectorate) 	<ul style="list-style-type: none"> - <i>Email address/online contact</i>
Ancillary information	<ul style="list-style-type: none"> - Information on specific labour dispute resolution (if applicable) - Information on chain liability in subcontracting (if applicable) - Other binding requirements stemming from collective agreements (if applicable) 	<ul style="list-style-type: none"> - <i>Link/referral to the relevant contacts for further information</i>

Extra links with further information	<ul style="list-style-type: none"> - Link to the Commission's Practical Guide on the Posting of Workers - Link to the single official national posting website - Link to the declaration webpage for posted workers (if relevant) – declaration requirements - Link to the webpage on sanctions and penalties (if available) - Link to the webpage on working and employment conditions 	<ul style="list-style-type: none"> - <i>Hyperlink</i>
Brochures	<ul style="list-style-type: none"> - Useful material/guides for workers of the sector 	<ul style="list-style-type: none"> - <i>PDF file</i> - <i>Hyperlink</i>