What should be prepared before drafting internal working rules in a small company?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

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Applicability: For organising work in Croatia, including checking the contract, the applicable collective agreement and the relevant regulations.

List the job roles, the method of scheduling and the most common situations, such as handover, absences and reporting problems. With a legal specialist, determine which matters are governed by the contract, the law, the collective agreement or the relevant regulations.

When this is applied

In a single table, link the topic to the applicable act, the responsible person and the implementation date. Arrange a procedure for notifying changes and provide for feedback.

What to do in practice

Identify the topics that require legal review before adopting the rules and updating the contract.

A business example

The company is switching from a single shift to two shifts. First, it reviews the existing documents and contracts and only then prepares an operational guide for scheduling and handover.

Specific next steps

1. Identify the topics that require legal review before adopting the rules and updating the contract.

Limits of application

For organising work in Croatia, including checking the contract, the applicable collective agreement and the relevant regulations.

Sources

Ministry of Labour · Labour Law, Frequently Asked Questions

https://mrosp.gov.hr/pristup-informacijama-16/najcesca-pitanja-i-odgovori/zakon-o-radu/5698

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