



Provincia di Pisa



# **Guide to job seeking for foreign nationals**

by

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## Introduction

This guide is intended to provide practical and easy-to-read information on the world of work for all immigrants living in the province.

This booklet was drawn up following indications from the Provincial Council of 17 July 2000 calling upon the Istituzione Centro Nord-Sud (a body which implements immigration policies in the Province of Pisa) to develop and update advisory booklets in a number of languages to enhance immigrant integration and access to services.

The Istituzione has been working on the initiative continuously since 2003 through the Immigration Coordinating Board and the Professional Employment and Training Group, which has coordinated operation and planning with the Policy Services relating to employment, based on the assumption that access to the labour market is a key part of social inclusion. The guide contains useful information on the administrative and legal procedures regulating different types of work (self-employment, subordinate work, seasonal work, domestic work) and some basic information on the key aspects of employment (residence permit, residence contract, tax code, workers' register, protection of maternity and paternity in the workplace, injury in the workplace).

The guide also contains a mailing list of some useful services [Free Assistance Centres attached to the Immigration Office, Employment Centres, Internal Revenue Office, Register of Companies Office, the Police Headquarters – Immigration Office, the Prefecture – Immigration office, I.N.P.S (National Social Welfare Institute), I.N.A.I.L. (Workers' Compensation Authority), Confartigianato (Artisans' Confederation)] for foreign nationals.

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*Istituzione Centro Nord – Sud*  
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## I. Requirements for entering the labour market

The entry of non-EU workers into Italy for the purposes of subordinate, independent or seasonal work is regulated according to the quotas established by Law 189/2002 (art. 3 section 2). These quotas are determined by 30 November of each year on the basis of the Planning Document which is prepared every three years by the Prime Minister and approved by the Government. Additional decrees can be issued during the year, if necessary.

### REMEMBER

A residence permit is required to enter and work in Italy. This permit is issued for:

- Subordinate work
- Self-employment
- Seasonal work
- Family reunification or other family reasons
- Study or training
- Political asylum
- Expectation of employment
- Social protection



## II. Reforms introduced by Leg. Dec. 276/03 (Biagi Law)

Legislative Decree 276/03 introduced new types of contract for the Italian labour market. A non-EU citizen legally residing in Italy can enter into all types of contract provided for under Italian law. A non-EU citizen legally residing in Italy is entitled to ***equal treatment and equal opportunities***.

### 1. Subordinate work

1. An Italian or legally residing foreign employer wishing to establish a business relationship with a foreign national resident abroad must submit an ad hoc request for authorisation to work, bearing the name of the person, to the Immigration Office (Sportello Unico per l'immigrazione) located in the provincial Prefecture of residence, or the Prefecture of the province where the work will be performed. This request must contain:

- ◆ proper documentation concerning accommodation for the foreign worker;
- ◆ a proposed residence contract specifying the conditions, including an undertaking by the employer to pay the foreign national's travel expenses for his/her return to the country of origin;
- ◆ a statement of undertaking to communicate all changes concerning the business relationship.

2. The Immigration Office (Sportello Unico per l'Immigrazione)<sup>1</sup> issues, within 40 days of the request, provisional authorization (nulla osta) required for the entry visa. Upon the request of the employer, the Immigration Office then sends the documentation (including the tax code (codice fiscale<sup>2</sup>)) to the Italian consular office of the foreign worker's country of residence. The consular office issues the entry visa, indicating the tax code.

3. Within 8 days of arriving in Italy, the foreign national must sign the **residence contract** (contratto di soggiorno) at the Immigration Office which issued the authorisation (nulla osta). The Immigration Office sends a copy of the residence contract to the competent consular authority and the competent Employment Centre (Centro per l'Impiego).

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<sup>1</sup> For more information, see paragraph 5.1

<sup>2</sup> For more information, see paragraph 5.4

## IMPORTANT

The Immigration Office issues the residence permit for subordinate work once the residence contract for work has been signed. The residence permit is valid for the period of the residence contract, and cannot exceed a period of two years.

**N. B.: the residence permit for subordinate work is not revoked following the loss of employment.** A foreign worker who loses his/her job can register with the local Employment Centre for as long as the residence permit is valid, and for a period not less than 6 months.

### Residence contract (art. 6 section L. 189/02)

A foreign worker must hold a residence contract in order to obtain a residence permit for work. The contract must contain:

- a guarantee by the employer of the availability of accommodation for the worker. This accommodation must comply with the minimum standards established under the law for public housing
- an undertaking by the employer to pay for the foreign worker's travel expenses for his/her return to the country of origin.

(see also paragraph 5.2)

## *1.1. Further information*

1. Foreign nationals holding the following documents can engage in subordinate employment:

- ◆ permanent residence permit (carta di soggiorno)
- ◆ residence permit (permesso di soggiorno) for subordinate work, self-employment, family reasons or reasons of social protection
- ◆ residence permit for foster children, as long as the foreign national is over 15 and satisfies compulsory educational requirements under Italian law.
- ◆ residence permit for political asylum (requires a document acknowledging political refugee status)
- ◆ residence permit for study or training: valid for a period equal to that of the study/training and for no more than 20 hours per week, up to a maximum of 1040 hours per year.

2. If the employer is not directly acquainted with the foreign national, he/she can carry out a numeric request for one or more foreign nationals registered in the lists provided for under article 21, section 5 of Leg Dec. 286/97, presenting the appropriate documentation.

**N. B.: eligible foreign nationals can request to be included in these registers by completing the appropriate form available from the Ministry for Labour and Social Welfare (Ministero del Lavoro e della Previdenza sociale).**

3. To engage in subordinate work, workers must be included in the Workers' Register (elenco anagrafico dei lavoratori) at their local Employment Centre (Centro per l'Impiego). When registering, the worker must declare his/her unemployment status, and specifically that he/she:

- ◆ is not engaged in any form of employment;
- ◆ is immediately available for employment;
- ◆ is actively seeking employment.



**ATTENTION:** failure to attend a career guidance interview booked with the Employment Centre and the refusal without reason to accept an appropriate job offer results in the loss of unemployment status, deletion of the person's name from the register, and that person cannot use Employment Centre services for a period of 12 months.

## *1.2 Agricultural work*

The regulations governing business relationships in the agricultural sector may also concern non-EU workers legally residing in Italy.

An agricultural worker is understood to be a person who is employed by an agricultural employer (the latter being an entity engaged in the following activities: land cultivation,

forestry, animal husbandry and associated activities). An agricultural business relationship is usually on a term basis determined by seasonal cultivation cycles. Workers can be employed on part-time contracts in the agricultural sector. The cases for termination of employment are the same as those provided for subordinate workers in general.

There are three types of contract for agricultural work:

- ◆ To engage in short-term, seasonal or occasional work, or for a given stage of activities, or to replace workers on leave who have the right to retain their position;
- ◆ For engaging in several seasonal jobs and/or to work during several stages in the course of the year with a guaranteed minimum period of employment of more than 100 days work per year, over a period of 12 months from the date of hiring.
- ◆ For For more than 180 days of actual employment within the framework of a single continuous relationship.



**ATTENTION:** Subordinate employment in agriculture is subject to the same classification provided for subordinate employees in general, although the working relationship is regulated by special rules, especially as far as social security is concerned.

## 2. Seasonal work

Authorisation for seasonal work is granted by the Immigration Office (Sportello Unico per l'Immigrazione) of the province where the employer is resident if there are entry quotas for seasonal work. This authorisation is granted upon a nominative request for hiring by:

- ◆ a seasonal or foreign employer legally residing in Italy
- ◆ trade associations on behalf of their associates. The residence permit for seasonal work is valid for a minimum of 20 days and a maximum of 6 or 9 months, depending on the duration of the seasonal work required by the sector.



### IMPORTANT

A seasonal worker who returns to his/her country of origin when the residence permit expires is entitled to preferential treatment to return to Italy for seasonal work the following year over other nationals of his/her country who have never entered Italy for seasonal work.

Seasonal workers benefit from the following social welfare provision and mandatory assistance, under the current laws in the relevant sectors:

- ◆ old age and disability insurance;
- ◆ insurance against injury in the workplace and illness caused through work;
- ◆ insurance against illness;
- ◆ maternity insurance.

### **3. Self-employment**

A foreign national can engage in self-employment in Italy, can establish a joint-stock or partnership company, take up posts in a company and establish cooperatives on the condition that the activities are not reserved by law to Italian citizens or citizens of a European Union State. A valid residence permit for self-employment is required.

To obtain a residence permit for self-employment, a foreign national must first request a visa for self-employment, which requires provisional authorisation (*nulla osta*) granted by the police headquarters (*Questura*) of the province in which the activity will be performed. The applicant must demonstrate:

- ◆ that he/she has sufficient resources to perform the activity;
- ◆ that he/she possesses the professional requirements under Italian law to perform the activity, including being entered into relevant registers, where necessary;
- ◆ possess a declaration by the competent authority that

there are no reasons impeding the granting of authorisation or licences required for the activity that the foreign national intends to perform (**the declaration must date back to no more than three months before the submission of the application**);

- ◆ that he/she has arranged suitable accommodation;
- ◆ that he/she has an annual income higher than the minimum level provided for by the law for exemption from participation in health care costs.

If the self-employment activity is not of an entrepreneurial character or does not require registration with a professional association, the foreign national must possess an appropriate contract for carrying out self-employed activity.

The entry visa for self-employment is issued by the Italian diplomatic representative of the foreign national's country of origin.



### **IMPORTANT**

To request a residence permit conversion, a foreign national must go to the Immigration Office which checks the quota for self-employment and forwards the data to the competent police headquarters electronically.

### 3.1 Street vending

Foreign nationals legally residing in Italy who wish to start a street vending activity must:

- ◆ **Obtain a licence issued by the municipality of residence.**
  - (a) The appropriate application form for a municipal licence can be obtained from the Municipal Office for Business in Public Areas (*Ufficio Commercio Aree pubbliche del Comune*).
  - (b) The following documentation must be attached to the request (in duplicate) and **should be submitted to the Municipal General Archive (Archivio Generale del Comune)**:
    - copy of residence permit (valid);
    - copy of identification document;
    - copy of tax code (codice fiscale);
    - self-certification of residence;
    - antimafia self-certification (form available at the Office for Business in Public Areas (*Ufficio Commercio Aree pubbliche*));
    - self-certification of possessing the moral requirements as per article 5, sections 2 and 4 of Leg. Dec. 114/1998 (form available from Office for Business in Public Areas);
    - **14.62** euro revenue stamp to attach to the application.
  - (c) Bring, within 15 days, a **14.62** euro revenue stamp to the Municipal Office for Business in Public Areas.

◆ **Getting a V.A.T. number (partita I.V.A.):**

Once the licence has been granted, you will need to get a V.A.T. number, which is issued by the competent Internal Revenue Office (Agenzia delle Entrate) or the Registry of Companies (Registro delle Imprese) at the same time as the application for registration is submitted.

The following documents must be presented:

⇒ identification document (original plus photocopy)

⇒ residence permit (original plus photocopy)

◆ **Registering with the Registry of Companies:**

Registration must take place within 6 months of the licence being granted. The following documents are required for registration and must be submitted to the Chamber of Commerce Registry of Companies Office (*Ufficio Registro delle Imprese della Camera di Commercio*):

- I1 form (available from the Registry Office)
- Identification document and photocopy
- **14.62** euro revenue stamp
- Municipal licence
- Photocopy of residence permit
- Payment of **23,00** euro made out to the Chamber of Commerce (acc. no. 218560)
- Payment of **94.00** euro made out to the Chamber of Commerce for annual rights (acc. no. 26064543)

After registration, a Registry of Companies certificate must be brought to the Municipal Office of Commerce in Public Areas (*Ufficio Commercio Aree Pubbliche del Comune*), so the registration number and date can be recorded on the licence.

**The certificate is a page containing the company details. It should be requested from the Chamber of Commerce Certification Office (Ufficio Certificazione della Camera di Commercio).**

◆ **Registering with INPS (National Social Welfare Office):** Within 30 days of starting the activity, the individual must go to the INPS office to apply for registration in the Trade Fund (*Gestione Commercianti*). The Chamber of Commerce certificate must be presented.



**IMPORTANT**

**To obtain a licence for street vending of comestible goods**, the procedure is the same as that required for ordinary goods, with the additional requirement **of having attended a professional training course for the sale of comestible goods organized by a trade organization**. Only then can an application be made to the Chamber of Commerce for a licence.

## FOR MORE INFORMATION:

Ufficio commercio aree  
pubbliche del Comune  
Via Garofani, 8 – 3rd floor  
Tel. 050/91 0507  
Fax 050/910518

Monday to Friday:  
9.30 - 11.30  
Tuesday and Thursday:  
14.30 - 15.30

Ufficio consulenza  
e informazioni  
050/910204

Monday, Wednesday, Thursday  
9.00 - 12.00

Archivio generale del Comune  
Lungarno Galilei, 43  
Palazzo Pretorio  
e-mail: [archivio@comune.pisa.it](mailto:archivio@comune.pisa.it)  
Tel. 050/910218-338 Fax  
050/500262

Monday to Friday:  
8.30 - 12.30  
Tuesday and Thursday: 15.00  
- 17.00  
In **July** and **August**  
the opening hours are:  
Monday to Friday: 8.30 - 12.30

CONFESERCENTI – Pisa  
via Catalani, 8  
Tel. 050/888000

Monday to Friday:  
9:00- 13:00  
15:00 - 18:00

ASCOM – Pisa  
P.zza Carrara, 10  
050/25196.7 -26199

## 3.2 Enterprise

There are two types of enterprise: individual and collective.

### 3.2.1 Individual enterprise

Immigrants who intend to start an individual enterprise can contact the *Ufficio Commercio e Attività produttive* (Office of Commerce and Production) for information on what authorisation is required.

- ◆ **The company must then be entered in the Registry of Companies within 30 days of its establishment. The following documents are required for registration and must be submitted to the Chamber of Commerce Registry of Companies Office (*Ufficio Registro delle Imprese della Camera di Commercio*):**
  - a) I1 form (available from the Registry Office);
  - b) Identification document and photocopy;
  - c) **14,62** euro revenue stamp;
  - d) Municipal licence;
  - e) Photocopy of residence permit;
  - f) Payment of 23.00 euro made out to the Chamber of Commerce (acc. no. 218560);
  - g) Payment of 94.00 euro made out to the Chamber of Commerce for annual rights (acc. no. 26064543).

After registration, a Registry of Companies certificate must be brought to the Municipal Office of Business in Public Areas (*Ufficio Commercio Aree Pubbliche del Comune*) so that the registration number and date can be entered on the licence.

◆ **To obtain a V.A.T. number:**

The company must be registered with the competent Inland Revenue Office (Agenzia delle Entrate) within 30 days of the start of activity (*bring the original residence permit and a photocopy*).

◆ **I.N.A.I.L (Workers' Compensation Authority):**

This is compulsory insurance against injury in the workplace. It must be arranged 5 days before the start of activity. The premium depends on the type of risk associated with the activity.

◆ **Status must be declared to I.N.P.S.**

Ufficio registro imprese della Camera di Commercio P.zza Vittorio Emanuele II Entrance on Via Benedetto Croce Tel. 050/512353	Monday to Friday: 8.30 - 12.30 Tuesday and Thursday: 15.15 - 17.15
Ufficio commercio del Comune di Pisa Via Garofani, 8 – 3 <sup>rd</sup> floor Tel. 050/910507-35 Fax 050/910518	Monday to Friday 9.30 - 11.30 Tuesday and Thursday 14.30 - 15.30
Information and consultancy Office Wednesday, Tel. 050/910204	In <b>July</b> and <b>August</b> the opening hours are: Monday, Wednesday, Thursday 9.00 - 12.00
CONFESERCENTI – Pisa via Catalani, 8 Tel. 050/888000	Monday to Thursday: 9:00- 13:00 and 15:00 - 18:00
ASCOM – Pisa P.zza Carrara, 10 050/25196.7 -26199	Monday to Friday: 8:30-12:30 Tuesday and Thursday: 15:00-18:00



### REMEMBER

**L'I.N.P.S.** is the largest Italian Social Welfare institute. Almost all private sector and some public sector subordinate workers are insured by INPS, as are a large number of self-employed people. INPS' main activity involves the settlement and payment of social assistance pensions.

**L'I.N.A.I.L.**, the National Workers' Compensation Authority, pursues several objectives: reduction of accidents at work; insurance of workers involved in high-risk activities; and the reintegration of work accident victims back into the labour market.

### 3.2.2 Collective enterprise

*Limited Liability Companies (S.R.L.), General Partnership (S.N.C.) and Limited Partnership (S.A.S)*

A collective enterprise is understood as the collaboration of two or more individuals who assume collective responsibility for the business. Thus, two or more people bring together their collective efforts, financial resources, abilities and ideas, and share the profits as well as the risks and responsibilities for running the business.

Establishing a collective enterprise requires:

- ◆ **A Corporate Charter defining the sector and objectives**

of the company, and Articles of Association written in the presence of a notary and all the persons involved in establishing the company

- ◆ Obtaining the necessary authorisation from the Municipality where the activity will be performed
- ◆ Requesting a V.A.T. number from the Inland Revenue Office (*Agenzie delle Entrate*) within 30 days of establishment
- ◆ Confirming the start of activity at the Registry of Companies Office (*Ufficio del Registro delle Imprese*) within 30 days
- ◆ Registration with INAIL at least 5 days prior to starting activity.

### 3.3 Cooperative

A cooperative is a commercial business, defined by the Civil Code as having certain characteristics: mutual objectives and non-profit. Establishing a cooperative requires the participation of at least 9 partners. However, according to recent legislation, a cooperative enterprise can be established by at least 3 partners when the company adopts the regulations for partner rights which regulate limited liability companies (S.R.L.)

Establishing a cooperative requires:

- ◆ **incorporating the cooperative by public deed before a notary after having determined a Corporate Charter defining the company's operating regulations. The Articles of Association must contain the elements set out under art. 2518 of the Civil Code;**

- ◆ **the witnessing notary must, within 20 days, request registration in the local Registry of Companies (Registro delle Imprese) and file the Articles of Association at the same time;**
- ◆ **registration in the Register of Cooperative Companies (Albo delle Società Cooperative) which replaces the Prefecture Register;**
- ◆ **application for a V.A.T. number from the Inland Revenue Office (Agenzie delle Entrate);**
- ◆ **give notice of the start date of the company's activities to the Registry of Companies within 30 days of said date;**
- ◆ **cooperatives with working or subordinate partners must take out I.N.P.S. and I.N.A.I.L. insurance.**

**For further information and assistance can be found at:**

⇒ Regional and Provincial Offices

⇒ Regional and Provincial branches of Trade Associations

<p>CONFESERCENTI – Pisa via Catalani, 8 Tel. 050/888000</p>	<p>Monday to Thursday: 9:00- 13:00 and 15:00 - 18:00</p>
<p>ASCOM – Pisa P.zza Carrara, 10 050/25196.7 -26199</p>	<p>Monday to Friday: 8:30-12:30 Tuesday and Thursday: 15:00-18:00</p>
<p>LEGACOOOPERATIVE Pisa via S. Maria, 12 Tel. 050/25355</p>	<p>Monday to Friday: 8:30-12:30</p>

## 4. Domestic work

A domestic worker is ***one who, in employment, performs any activity which contributes to the domestic functioning of the family***, both staff with specific qualifications and those engaged in generic chores.

The employer hires domestic staff either directly or through National professional associations or other bodies authorised by the Ministry for Labour

Once hired, an immigrant worker must:

- ◆ present the employer with the documents required by current regulations;
- ◆ file all insurance and social security documents, health card, as well as all other health documents updated with all certification as required by current legislation;
- ◆ a valid personal identification document;
- ◆ provide any diplomas or relevant professional certification; (In the case of multiple business relationships, the above documents are held by one employer and a receipt is issued.)



### **IMPORTANT**

Only individuals holding a residence permit for work can be hired

The collective contract provides that a work contract (hiring letter) be stipulated between the parties – signed and

exchanged by the worker and the employer – indicating, in addition to any specific clauses:

- ◆ the start date of the business relationship;
- ◆ category and number of years in said category;
- ◆ duration of probationary period;
- ◆ whether or not there is any total or partial cohabitation;
- ◆ working hours and times;
- ◆ any uniform, which must be provided by the employer;
- ◆ a half-day off work per week in addition to Sunday (or another day if the parties agree to substitute Sunday with another day)
- ◆ payment agreed;
- ◆ indications of any temporary transfer to holiday resorts or for other family reasons;
- ◆ agreed period in which annual holidays are to be taken;
- ◆ indications of appropriate space where the worker is entitled to store his/her personal effects;

**Domestic workers include not only home helps, but also all workers that perform any work relating to family life.**

#### **DOMESTIC POSITIONS:**

- ◆ cleaners ◆ childminders ◆ housekeeper ◆ domestic driver
- ◆ caretaker/housemaid ◆ people carrying out professional domestic activities inside a house

## 5. Useful information

### 5.1 Immigration Office (*Sportello unico per l'immigrazione – SUI*)

The Immigration Office is established under current immigration regulations (art. 18 of Law 189/2002, which modified 22 of the Unified Text (Testo Unico) for immigration, Leg. Dec 286/1998) and is located in the Prefecture (Prefettura).

The Immigration Office was implemented by Presidential Decree 334/2004 on the “regulation implementing modifications and integrations to the Presidential Decree 334/1999 on immigration” published in Official Gazette n. 33 (S.O. n. 17/l) on the 10 February 2005, which came into force on the following 25 February 2005.

The Immigration Office is the competent authority for receiving applications for:

- ◆ Hiring foreign national workers;
- ◆ Family reunification;
- ◆ Hiring workers from new EU countries.

An agreement is in place in the Province of Pisa between the Centre North-South Institution (*Istituzione Centro Nord-Sud*), the Prefecture (*Prefettura*), the Provincial Employment Office (*Direzione Provinciale del Lavoro*), the Police Headquarters (*Questura*), and the Immigration Office (*Sportello Unico per l'Immigrazione*) to provide a series of services for foreign

national aimed at improving the level of information concerning foreign nationals legally residing in Italy. Assistance Centres3 (*Centri di assistenza*) have been opened throughout the Province for the purpose of helping immigrants understand and complete Immigration Office procedures.

### 5.2 Residence contract (*Contratto di soggiorno*)

The residence contract was established by Law 189/2002 and is of fundamental importance for a foreign worker to both enter and reside in Italy. A proposed residence contract, along with other documentation, must be attached to the application for authorisation for term-based and seasonal subordinate work (articles 22 and 24 of the Unified Text on Immigration (*Testo Unico sull'immigrazione*)).

The residence contract is stipulated between the Italian or foreign employer legally residing in Italy and the foreign worker.



#### **IMPORTANT**

The stipulation of the residence contract is mandatory for all immigrant workers and must be carried out through the *Prefettura*. This is very important and applies to anyone who must renew their residence permit and to those changing employer or stipulate a new contract while holding a valid residence permit.

The residence contract must contain:

- ◆ a guarantee by the employer of the availability of accommodation for the worker. This accommodation must comply with the minimum standards established under the law for public housing;
- ◆ an undertaking by the employer to pay for the foreign worker's travel expenses for his/her return to the country of origin.

The residence contract is filed with the Immigration Office (*Sportello Unico per l'Immigrazione*) in the province where the employer's registered office is located, or where the work will be performed..



**IMPORTANT**

The residence contract must be filed with the Immigration Office within **8 days** of arrival in Italy.

### 5.3 Residence permit (*Permesso di soggiorno*)

The Residence Permit is an administrative permit which allows the holder to stay in Italy under the conditions established by the law.



#### **IMPORTANT**

The application for a residence permit is mandatory **IN ALL CASES**. Application must be made within 8 working days of arrival in Italy at the Questura of the province where the foreign national intends to reside. The individual must apply in person with the following documents:

- ◆ Passport
- ◆ Entry Visa

The permit is valid for the same period as the visa and cannot:

- ◆ **exceed three months for visits, business and tourism (this also applies for residence permits for tourism issued by Schengen countries);**
- ◆ **exceed six months for seasonal work, or nine months for seasonal work in sectors requiring an extended stay;**
- ◆ **exceed one year for attendance of a course, study, or training; the permit can be renewed each year for courses lasting more than one year;**
- ◆ **exceed two years for self-employment, full-time subordinate work and family reunification;**

- ◆ **exceed the documented requirements in other cases permitted under the law or implementing regulations.**

**RENEWAL** of the residence permit for work requires a residence contract for work as well as the provision of documentation attesting to an income derived from work or other legal means which is sufficient to support both the worker and cohabiting dependent family members. Documentation attesting to income can be automatically recognized by the receiving office on the basis of a temporary replacement declaration presented by the worker with the renewal application.



#### **IMPORTANT**

The residence permit must be renewed in the Questura ***of the province where the foreign national resides:***

- ◆ ***ninety*** days before the permit expires for a residence permit for work with a permanent subordinate work contract;
- ◆ ***sixty*** days before the permit expires for a residence permit for work with a term-based subordinate work contract;
- ◆ ***thirty*** days before the permit expires for all other cases.



**ATTENTION:** The residence permit cannot be renewed or extended if the foreign national has interrupted his/her stay in Italy for a continuous period of **more than 6 months**, or, for permits valid for at least two years, for a continuous period of more than half the period for which the residence permit is valid, excluding cases in which the stay is interrupted in order to fulfill military obligations or for other serious and confirmed reasons.

### 5.4 Tax code (*Codice Fiscale*)

The tax code is an alphanumeric code with which the Ministry for Finance (Ministero delle Finanze) identifies citizens. The following documents are required to obtain a tax code:

- ◆ valid residence permit (Permesso di soggiorno)
- ◆ photocopy of passport

The tax code is required to:

- ◆ register with the National Health Service
- ◆ be hired as a subordinate worker
- ◆ begin self-employment
- ◆ enter into any type of contract
- ◆ open a current account with a bank

***The new law provides for the Immigration Office (Sportello Unico per l'Immigrazione) to automatically provide a tax code to anyone entering Italy with a residence permit for subordinate work.***

### *5.5 Registration in the Workers' Register (Elenco anagrafico dei lavoratori disponibili)*

Foreign nationals legally residing in Italy have the right to be included in the *elenco anagrafico dei lavoratori disponibili*. An application must be made to the local Employment Centre (*Centro per l'Impiego*), presenting the permit authorising the individual to be employed.

A worker who loses or resigns from his/her position can request inclusion in the *Elenco anagrafico dei lavoratori disponibili* in order to benefit from measures promoting integration into the labour market:

- ◆ career counselling
- ◆ offers to participate in work placement initiatives

## *5.6 Protection of maternity and paternity in the workplace<sup>4</sup>*

It should be recalled that:

- ◆ LA working mother cannot be fired during the period from when pregnancy begins until the date that the child is one year old. Working mothers cannot be suspended from work for the same reason. If a female worker is fired, she is entitled to regain her position by presenting documentation proving her pregnant condition within 90 days of being fired.
- ◆ A working mother cannot perform dangerous, heavy or unhealthy tasks, and must only carry out duties appropriate to her condition during the period from when pregnancy begins to 7 months after the birth.
- ◆ A self-employed worker, craftsperson, trader, farmer or agricultural business owner is entitled to an indemnity equal to 80% of her normal salary for 2 months before the birth and 3 months following the birth. The indemnity is paid directly by I.N.P.S. (National Social Welfare Institute)
- ◆ A subordinate working father may take leave from work with the same entitlements provided for working mothers in the event of the mother's death or serious illness, abandonment of the child by the mother, the granting of exclusive custody to the father, or when the child is recognised by only one parent.

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<sup>4</sup> Law n.53 of 8 March 2002; Legislative Decree 151 of 26 March 2001.

## 5.7 Injury in the Workplace

Since foreign nationals are usually engaged in high-risk employment, they are often injured in the workplace; for this reason such workers must take all necessary step to ensure their own safety.

Workers should contact the Occupational Health and Safety Offices of the **Local Health Agency (Azienda Sanitaria Locale - AUSL)** of the area where they work:

AUSL 5 Zona Pisana Galleria Gerace, 14 56124 Pisa	Tel. 050/954467
AUSL Val d'Era Area Via Fleming, 2 56025 Pontedera	Tel. 0587/273682
AUSL 5 Zona Alta Val di Cecina Borgo S. Lazzaro, 5 56048 Volterra	Tel. 0588/91822
AUSL 11 Zona Val d'Arno Piazza della Costituzione, 2 S. Romano Montopoli	Tel. 0571/704712

## *Flows decree*

Free Assistance Centres (*Centri di Assistenza*) are in place throughout the Province to provide immigrants with assistance in filling out forms related to the Flows Decree. The Assistance Centre network was implemented on the basis of the protocol agreed between the Centre North-South Institution (*Istituzione Centro Nord-Sud*), the Prefecture (*Prefettura*), the Police Headquarters (*Questura*) and the Provincial Employment Office of Pisa (*Direzione Provinciale del lavoro di Pisa*) in the Province of Pisa.

## 6. Immigration Office (*Sportello Unico per l'Immigrazione*) Free Assistance Centres (*Centri di assistenza gratuiti*)

Locality	Organization	Address	Telephone	Opening Hours
<b>Buti</b>	Ufficio Comune della Valdera - Cooperativa il Ponte – Progetto Peraequora	Piazza Divisione Aqvi	0587 72 29 17	Tuesday 17-19
<b>Calci</b>	Associazione “Il Gabbiano” - Società della Salute – Zona Pisana /AUSL 5	Piazza Garibaldi, 1	320 27 14 259	By appointment
<b>Capannoli</b>	Ufficio Comune della Valdera - Cooperativa il Ponte - Progetto Peraequora	Via del Fontino, 2	0587 60 66 50	Monday 17-19
<b>Cascina</b>	Associazione “Il Gabbiano” - Società della Salute – Zona Pisana /AUSL 5	C.so Matteotti, 3	320 27 14 259	Wednesday 17-19; Saturday 10-12
<b>Castelfranco di Sotto</b>	UIL – Automazione Permessi di Soggiorno	Via Cavour, 34	0571 47 13 79	By appointment
<b>Castelnuovo Val di Cecina</b>	ACLI Patronato	Via Giusti, 15	0588 23130	Monday - Thursday 15-19; Tuesday Wednesday 9-12 e 15-19
<b>Castelnuovo Val di Cecina</b>	Società della Salute- Zona Alta Val di Cecina - Arci Alta Val di Cecina	Via Pascoli, 2 (Biblioteca Comunale)	0588 23 080	Saturday 16,30-19,30
<b>Perignano</b>	Ufficio Comune della Valdera - Cooperativa il Ponte - Progetto Peraequora	Via F.lli Cervi, 6	0587 61 83 14	Monday 16-19; Saturday 9-11

Locality	Organization	Address	Telephone	Opening Hours
<b>Pisa</b>	Società della Salute – Zona Pisana /AUSL 5	Via Saragat, 24	050 95 40 06 – 050 95 40 11	Monday and Friday 9-12; Tuesday and Thursday 15-17
<b>Pisa</b>	Associazione “AFridayca Insieme”	c/o Associazione Rebellia, Via Cesare Battisti, 51	388 74 15 718	Tuesday and Thursday 18,30-20
<b>Pisa</b>	Associazione “Amiche dal Mondaydo insieme” (ADMI)	c/o Casa della Donna, Via Galli Tassi, 8	347 79 88 149 / 347 49 69 544	Thursday 16-18
<b>Pisa</b>	Associazione “Batik” - Società della Salute – Zona Pisana /AUSL 5	Via Sant’Andrea, 26	050 97 01 79	Monday 14-18; Tuesday-Friday 10-13; Wednesday and Friday 15-18
<b>Pisa</b>	Associazione “Donne in Movimento” (DIM) - Società della Salute – Zona Pisana /AUSL 5 -	Via Possenti, 24/a	050 50 38 52	Monday, Wednesday and Friday 9-12; Tuesday and Thursday 15-19
<b>Pisa</b>	ACLI Colf	Via Francesco Da Buti, 20	050 91 31 21	Monday and Wednesday 9-13; Thursday 15-18
<b>Pisa</b>	ACLI Patronato	Via Francesco Da Buti, 20	050 91 31 20	Monday, Thursday 9-13 e 15-18; Friday 8-14; Saturday 9-13
<b>Pisa</b>	ACLI - Punto Ascolto e informazioni immigrati	Via Francesco Da Buti, 20	050 91 31 42	Wednesday 10-13; Thursday 15-18
<b>Pisa</b>	ACLI Service Pisa	Via Francesco Da Buti, 20	050 91 31 08	Tuesday, Thursday and Saturday 9-13; Wednesday (by appointment) 15-18

Locality	Organization	Address	Telephone	Opening Hours
<b>Pisa</b>	Associazione socio culturale russa "Petrushka"	Via San Martino, 21	050 0986586 / 050 09865587 (FAX) / 347 95 09 063.	Tuesday - Saturday 10-13 e 16-20; Thursday 16-17 Legal advising
<b>Pisa</b>	ARCI Comitato di Pisa – Progetto SPRAR - Società della Salute – Zona Pisana /AUSL 5	Corso Italia, 156	050 23 078 / 050 23 278	Pratiche relative rifugiati e titolari permesso umanitario Monday - Friday 9.30-13
<b>Pisa</b>	CARITAS DIOCESANA – Sportello Percorsi	Via delle Sette Volte, 17	050 57 06 06 / 050 57 96 97	Tuesdayr 17,30-19,30
<b>Pisa</b>	CGIL – INCA	Viale Bonaini, 71	050 51 52 17	Monday - Thursday 8,30-12 e 14,30 – 17; Friday 8,30-12
<b>Pisa</b>	CNA - Patronato	Via Carducci, 39 San Giuliano (PI) Località La Fontina	050 876418/ 050 876 419	By appointment Monday - Friday 8-13; 15-17,30
<b>Pisa</b>	CISL – ANOLF	Via Corridoni, 36	050 51 82 76 / 050 29 467 (FAX)	Monday, Tuesday and Thursday 9,30-12,30 e 15,30-19; Wednesday 9,30-12,30
<b>Pisa</b>	COLDIRETTI – EPACA	Via Aurelia Nord, 4	050 52 60 15	Monday - Thursday 8,30-13,30 e 14,30-15,30; Friday 8-14
<b>Pisa</b>	UIL – Automazione Permessi di Soggiorno	Via Barattularia, 12	050 2208344	Monday - Friday 9-12; Tuesday 15,30-17,30

Locality	Organization	Address	Telephone	Opening Hours
<b>Pomarance</b>	Società della Salute- Zona Alta Val di Cecina - Arci Alta Val di Cecina	Via Roncalli 14 (Palazzo Ricci)	0588 63 146	Friday 10-14
<b>Ponsacco</b>	Ufficio Comune della Valdera - Cooperativa il Ponte - Progetto Peraequora	Piazza Caduti di Cefalonia e Corfù, 8	0587 73 54 65	Wednesday and Saturday 16-19
<b>Pontassierchio</b>	ACLI - Punto Ascolto e informazioni immigrati	Via Vittorio Veneto, 106	335 14 96 699	Tuesday 15-18
<b>Pontassierchio</b>	COLDIRETTI – EPACA	Via Magenta, 17	050 86 00 34	Monday, Tuesday and Friday 8,30-13,30
<b>Pontedera</b>	ACLI Patronato	Via del Campanile, 3	0587 21 23 79	Monday, Wednesday, Friday and Saturday 9-12; ven 15-17
<b>Pontedera</b>	Associazione Toscana dei Lavoratori Immigrati (ATLI)	Via Pisacane, 34	0587 52693 / 393 25 46 958 / 349 14 01 358	Monday - Saturday 15,30-19,30
<b>Pontedera</b>	CGIL – INCA	Via Sacco e Vanzetti, 33	0587 211 233 / 211 239	Monday, Tuesday, Wednesday and Friday 8,30-12; Wednesday 15,30-18
<b>Pontedera</b>	CNA Patronato	Via Brigate Partigiane, 2	0587 52044	By appointment Monday - Friday 8-13

Locality	Organization	Address	Telephone	Opening Hours
<b>Pontedera</b>	CISL – ANOLF	Via Mazzini, 115	0587 56 244	Friday 9-12,30
<b>Pontedera</b>	COLDIRETTI – EPACA	Via Tosco Romagnola 241/e	0587 48 30 54	Monday - Wednesday and Friday 8,30-13
<b>Pontedera</b>	UIL – Automazione Permessi di Soggiorno	Via Manzoni, 27	0587 53818	Monday and Wednesday 15-17
<b>Pontedera</b>	Ufficio Comune della Valdera - Cooperativa il Ponte - Progetto Peraequora	Via A. Saffi, 47	0587 52 640	Tuesday and Thursday 16,30-19,30; Saturday 9-12
<b>San Giuliano</b>	Associazione "Il Gabbiano" - Società della Salute – Zona Pisana /AUSL 5	Via Niccolini, 25	320 27 14 259	Thursday 15-17
<b>San Miniato</b>	ACLI Patronato	Via Tosco Romagnola, 627		Saturday 9-12
<b>San Miniato</b>	COLDIRETTI – EPACA	Via Tosco Romagnola, 444	0571 43 730	Monday, Wednesday and Friday 8,30-13
<b>Santa Croce</b>	ACLI Patronato	Via Pipparelli, 15	0571 34 227	Friday and Friday 15- 18; Thursday 9-12 e 15-18; Saturday 9-12
<b>Santa Croce</b>	CGIL – INCA	Via Vettori, 25	0571 36 62 30 / 36 63 72	Tuesday and Friday 9-12,30; Monday 15,30-18,00;
<b>Santa Croce</b>	CISL – ANOLF	Via della Repubblica, 13/A	0571 36 06 84	Monday 15,30-19

Locality	Organization	Address	Telephone	Opening Hours
<b>Santa Croce</b>	Ufficio Comune Servizi sociali associati Valdarno	Piazza del Popolo, 8	0571 38 99 85	Tuesday 16-19,30; Saturday 9,30-13
<b>Santa Luce</b>	COLDIRETTI – EPACA	Via E. Berlinguer, 2	050 68 59 27	Monday and Wednesday 8,30-13
<b>Santa Maria a Monte</b>	Ufficio Comune della Valdera - Cooperativa il Ponte - Progetto Peraequora	Piazza della Vittoria, 47	0587 26 16 19	Thursday 17-19
<b>Vicopisano</b>	Associazione “Il Gabbiano” - Società della Salute – Zona Pisana /AUSL 5	Via del Pretorio, 1	320 27 14 259	Saturday 11-13
<b>Volterra</b>	ACLI Patronato	Via Ricciarelli, 36	0588 81509	Monday, Thursday and Friday 9-12
<b>Volterra</b>	COLDIRETTI – EPACA	Via Ricciarelli, 10	0588 86 367	Monday – Wednesday and Friday 8,30-13
<b>Volterra</b>	CGIL-INCA	Piazza XX Settembre, 19	0588 86 122	Wednesday 8,30-12
<b>Volterra</b>	Società della Salute- Zona Alta Val di Cecina - Arci Alta Val di Cecina	Via Roma, 8 (Le Spighe)	0588 81 221	Thursday 17-19; Saturday 10-13

## 7. Useful addresses

<b>Centro per l'Impiego Pisa</b>	Via Nenni, 24	050/929700 050/929730	Monday to Friday: 9:00-12:00 Tuesday and Thursday: 15:00-16:30
<b>Centro per l'Impiego Pontedera</b>	Viale R. Piaggio c/o Museo Piaggio	0587/255111	Monday to Friday: 9:00-12:00 Tuesday and Thursday: 15:00-16:30
<b>Centro per l'Impiego S.Croce sull'Arno</b>	Via Lami, 8	0571/30495	Monday to Friday: 9:00-12:00 Tuesday and Thursday: 15:00-16:30
<b>Centro per l'Impiego Volterra</b>	via Porta Diana, 24	0588/87728	Monday to Friday: 9:00-12:00 Tuesday and Thursday: 15:00-16:30
<b>Agenzia delle Entrate Pisa</b>	via Matteucci, 34	050/315471	Monday to Friday: 8:30-12:30 Tuesday and Thursday: 15:15- 17:15
<b>Agenzia delle Entrate Pontedera</b>	via Rinaldo Piaggio, 23	0587/27711	Monday to Friday: 8:30-12:30 Tuesday and Thursday: 15:30-17:30
<b>Ufficio Registro delle Imprese Pisa</b>	P.zza Vittorio Emanuele II	050/512111	Monday to Friday: 8:30-12:30 Tuesday and Thursday: 15:15-17:15

**SEDI DISTACCATE:**

<b>Santa Croce sull'Arno</b>	via Francesca Sud, 88	0571/366411	Monday to Friday: 8:30-12:30
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<b>Volterra</b>	via dei Sarti	0588/803447	Tuesday: 9:30-12:00
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<b>Questura Ufficio Immigrazione Pisa</b>	via Lalli,3	050/583511 050/583570	Monday to Saturday: 8:30-13:30 <i>(On Saturdays the office is open for the collection of documents only)</i> Tuesday and Thursday: 15:00-18:00
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**SPORTELLI DECENTRATI:**

<b>Pontedera</b>	via Saffi, 47	0587/52640	Tuesday and Friday: 9:00-13:00 /15:00-18:00
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<b>Volterra</b>	via Roma, 8	0588/81221	Monday and Thursday: 15:00-18:00 Tuesday: 10:00-13:00/15:00-18:00
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<b>Prefettura Pisa Ufficio Immigrazione</b>	P.zza Mazzini	050/549511	Tuesday and Thursday: 9:00-12:00
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<b>I.N.P.S. Pisa</b>	P.zza Guerrazzi, 17	050/80021	Monday, Wednesday and Friday: 8:30-12:30 Tuesday and Thursday: 8:30-12:00/14:30-18:00
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<b>I.N.P.S. Pontedera</b>	via Brigate partigiane	0587/210111	Monday to Friday: 8:30-12:00 Tuesday and Thursday: 15:00-18:00
<b>I.N.A.I.L. Pisa</b>	via di Simone, 2	050/31221	Monday, Wednesday and Friday: 8:30-12:00/1 4:00-1 5:00 Tuesday and Thursday: 8:30-12:00/15:00-17:00
<b>I.N.A.I.L. Pontedera</b>	via Fleming, 2/a	0587/2841	Monday, Wednesday and Friday: 8:30-12:00/1 4:00-1 5:00 Tuesday and Thursday: 8:30-12:00/15:00-17:00
<b>CONFARTIGIANATO Pisa</b>	Via A. Breccia, 26 Ospedaletto	050/3160101	Monday to Friday: 9:00-13:00/1 4:30-18:00
<b>CONFARTIGIANATO Pontedera</b>	via Fantozzi, 53	0587/294086	Monday to Friday: 9:00- 12 :3 0/1 5 :30-1 8:30
<b>CONFARTIGIANATO S. Croce sull'Arno</b>	P.zza F.lli Cervi,1	0571/32762	Monday, Tuesday, Wednesday and Friday: 9:00-13:00 Thursday 15:30-18:30

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