

## Our labour and payroll practices



Specialization matters...

# Who we are

## LEXIA Avvocati

is an independent full service law firm with offices in Milan, Rome and Palermo, London and Skopje.

Our clients include Italian and foreign listed corporations, multinationals, fund managers and individuals.

Our lawyers are highly specialized and most of them have obtained post-graduate qualifications in Italy and abroad and are regular speakers at specialized conferences.

We speak English, French, Spanish, German, Hungarian, Croatian, Serbian and Macedonian.

Through a consolidated network of cooperation with outstanding foreign law firms and foreign professionals, we can assist our clients on transactions in multiple jurisdictions, whilst still maintaining the quality and flexibility of an independent law firm.

# Practice areas

- ▶ Capital Markets and Financial Institutions
- ▶ Corporate Governance
- ▶ Mergers and Acquisitions
- ▶ Tax
- ▶ Start-ups and Venture Capital
- ▶ Macedonia Desk. Foreign Direct Investments in Macedonia
- ▶ Trusts and Asset protection
- ▶ Blockchain, ICO, crypto-currencies and smart contracts

40+ Lawyers

10+ Practice

5 Offices

- ▶ Insolvency and Restructuring
- ▶ Litigation and Arbitration
- ▶ Labour
- ▶ Payroll
- ▶ Immigration law

# Our labour law practice

We assist our clients in each stage of the management of the human resources.

We offer our assistance both in the construction of the individual agreements and in the regulation and management of the workforce.

From the contract to litigation.

## Hiring

- ▶ Employment contracts for blue and white collar workers and executives
- ▶ Contracts of self-employment in the several ways allowed by the law
- ▶ «Flexible» or innovative contracts: job on call, part-time, fixed-term, ...
- ▶ Agency contracts
- ▶ Special clauses: non-competition agreements, confidentiality and non-disparaging, stability and minimum duration agreements, non-enticement clauses, clauses governing employee inventions, ...
- ▶ ...

## Managing the individual contracts...

- ▶ Transfers, changes of the duties and other changes to the employment contract
- ▶ Job posting
- ▶ Assignment and revocation of benefits and business tools
- ▶ Bonus and incentive plans
- ▶ Disciplinary proceedings
- ▶ Transfers of undertakings and business branches
- ▶ ...

## Managing the work-force...

- ▶ Drafting of company policies, including the use of IT tools and e-mail, company cars and other business tools
- ▶ Drafting of petitions to public bodies for specific authorizations (for example, for the video surveillance equipment pursuant to Article 4 S.L.)
- ▶ Drafting of the disciplinary code
- ▶ Drafting of ethical codes
- ▶ ...

## Dismissals and redundancies

- ▶ Dismissals for cause
- ▶ Transactions and mutual agreement for resolutions of the employment contract
- ▶ Individual redundancies
- ▶ Collective lay-offs
- ▶ ...

## Litigation

- ▶ Litigation in front of the Courts with employees and executives
- ▶ Litigation in front of the Courts with self-employees and agents
- ▶ Alternative dispute resolutions (ADR)
- ▶ ...

## Our payroll service

We also take care of the «**payroll**».

Our clients can rely on us in order to manage the entire process of the human resources, both in its legal and in its administrative side.

We also believe that the management of human resources is more efficient and effective if includes, at a glance, even the administrative side of the employment.

## Payroll management includes ON-GOING activities:

- ✓ salary statement processing (so-called "payslip")
- ✓ preparation, verification and sending of monthly communications to public bodies (UniEmens)
- ✓ processing and transmission CU
- ✓ F24 processing and transmission
- ✓ payment processing Sepa file (bank payment order)
- ✓ sending specific annual statement mandatory placement (Law 68/1999)
- ✓ model 770
- ✓ INAIL self-liquidation
- ✓ individual changes in personal data or work relationship
- ✓ automated import attendance
- ✓ management of absences due to illness, accident, maternity leave, holidays, leave, leave
- ✓ TFR destination management
- ✓ ...

## Payroll management includes ONE-OFF activities:

- ✓ company registration with the competent bodies
- ✓ choice of collective agreement (or its exclusion)
- ✓ creation of access page for company and individual employees
- ✓ ...



## Payroll management includes OTHER activities:

- ✓ opening, change and closure of institutions / funds
- ✓ accident report
- ✓ communication to the Authorities of termination, variation, extension of the relationship
- ✓ model for recruiting non-EU workers
- ✓ opening, change and closure of institutions / funds
- ✓ ...

# How we work

We believe in organization.

And our activities are a glass house for our clients.



- ▶ We work according to proven **internal procedures** inspired by efficiency and process control.
- ▶ We are supported by a **computerized infrastructure**, from the telephone to the certified electronic mail (PEC). The Firm is licensed to the PCT - Telematic Civil Process since its experimentation phase.
- ▶ The Firm uses a consolidated **process management** software, which allows a careful and efficient management of the activities, monitoring of the deadlines and an effective management control.
- ▶ Our internal processes provide for constant and accurate information to the client of each significant event: the progress of the **negotiation** with the counterpart, the outcome of the **hearing**, the transmission of each hearing report and any provision of the judge, the preparation of a **file for the customer** who reproduces the process file, the **time dedicated** to each of our activities in favor of the client, ...

# Head of the practice

## Vincenzo Fabrizio Giglio



The labour practice and the payroll service are ran by Vincenzo Fabrizio Giglio and his team.

The lawyer is a member of the Milan bar and admitted to practice in front of the High Court.

He is fully committed to the labour law since 2001. He is author of books and several articles and publications in prestigious national magazines.

**Academic training**

**1998** : law degree at the Catholic University of Milan

**1998** : Eberhard-Karls-Universität Tübingen in Germany

**2008-2010** : AGI - Italian Labor Lawyers School for advanced training in labor law, trade union and social security

**2012-2013** : University of Milan. Post-graduate course in labor law

**2014** : University of Milan. Advanced course and high specialization in labor disciplines - Social security law

**2018** : University of Milan. Post-graduate course in Data Protection and Data Governance. From the Privacy Code to the General Data Protection Regulation (GDPR)

**Books**

- ▶ **2014**: Collective redundancies. Subjects, procedures, telematic communications
- ▶ **2015**: the New Code of work contracts and Changes to the duties
- ▶ **2018**: Collective redundancies. Subjects, procedures, telematic communications. Second edition

**Magazines and other**

- ▶ «**Doing Business**», the international yearly survey by the World Bank
- ▶ **RIDL**, Italian Job Law Review
- ▶ **D & L**, Critique magazine of Labor Law
- ▶ The Employment Lawyer
- ▶ The Padano Forum
- ▶ La Virgola
- ▶ Law & Justice
- ▶ **Il Sole 24 Ore**
- ▶ The Labour Guide (by «Il Sole 24 Ore»
- ▶ ...

**Further information on LinkedIn**

- ▶ [www.linkedin.com/in/vincenzofabriziogiglio/](http://www.linkedin.com/in/vincenzofabriziogiglio/)

# Contacts

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Thanks for your interest.

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