



STUDIO ROTA PORTA
consulenza del lavoro



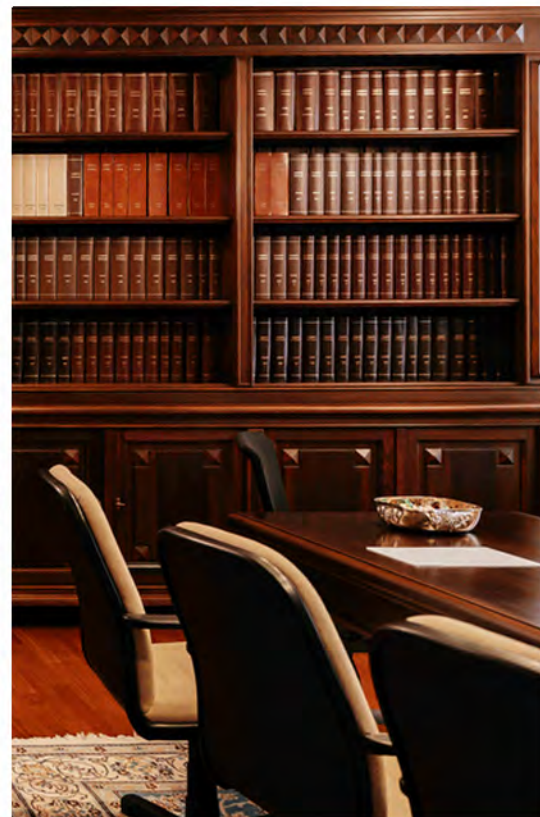


COMPETENCE AND PROFESSIONALISM

Studio Rota Porta, a reality that has been dealing with Labour Consulting since 1959, is able to present itself to its clients as an organization capable of meeting the task of "problem solver" as regards working relations and in the field of human resources.

Studio Rota Porta has always concentrated on this sector and provides support services, advice and support in the administration and organization of human resources as regards handling all the legal, administrative, contractual, social security, contributions, insurance and tax questions relating to different cases of employment, both individual and collective.

The firm also possesses important know-how in IT, using customized computer platforms tailored to our clients' specific needs.



Counselling for passion, since 1959

SERVICES

Labour consulting, industrial relations and social legislation

Studio Rota Porta boasts a long and established tradition in the field of labour rights and social security, with reference to the administration and organization of human resources, industrial-relations management, the drafting of employment contracts and related management reports, as well as with reference to conciliation and litigation stages, in both trade union and administrative offices.

In addition, the firm provides assistance to businesses by providing rules and operational advice out of court, in the context of disciplinary proceedings and of individual and collective disputes, in negotiating, concluding and revising labour contracts (individual, corporate and collective) also with reference to senior positions (directors, general managers and company directors).

In these dynamics, the firm can also boast experience of national bargaining tables, as happened at the renewal of Contratto Collettivo Nazionale degli Studi Professionali (2015).

Advice on the management and organization of human resources

Studio Rota Porta offers advice to companies and institutions, particularly to HR departments, both on an ongoing basis in relation to specific problems - specifically, the firm's expertise ensures it can deal with complex issues and situations, providing 360° support in the labour field. Moreover, the firm can handle matters of due diligence and audit as regards staff.

Drafting and certifying employment contracts

The hiring of personnel by businesses is a particularly important moment. Identifying the most appropriate contractual context and processing the terms governing the employment relationship are crucial activities for a advantageous integration of human resources into a business and effectively to forestall possible litigation.



Payroll

The firm handles the entire process of the administrative management of the employment relationship, dealing with contractual profiles, contributions, insurance and taxes, payrolls and salaries, periodic compliance, maintenance of ledgers and of regulatory documents, and so on.

The processing of pay slips is carried out by means of specially designed software applications honed to the clients' needs.

The platform is used in Cloud and enables continuous exchange and direct interaction with the client, who may - even through restricted areas on the website - independently access their data and the archives and consult them freely, making selections and print-offs. This opportunity is in addition to the periodic submission of the results of calculations.

Management of expatriates

The phenomena of internationalization increase ever more the need for support in the management of secondments and transfers abroad. Studio Rota Porta has acquired skills that can support a company in every stage of these dynamics.

Industrial relations and procedures for managing corporate crises

Studio Rota Porta furnishes specialized support within a company's collective bargaining position, including the preparation of plans for welfare, personnel and incentive programmes aimed at dealing with states of crises and at accessing social welfare, directly managing relationships with the Ministry of Labour and social security institutions, as regards both authorization and monitoring.

Disciplinary procedures

Disciplinary powers must be exercised with care, be balanced and prudent, but especially as regards applying the correct procedures prescribed by law and the applicable collective labour agreement, in light of the regulatory framework laid down by the Jobs Act. The adoption of a specific consultancy support can enable companies to outsource the tasks to professionals of great experience and ability in management disciplinary procedures, with guaranteed results and savings on internal resources.

Litigation with social security funds and assistance

Studio Rota Porta is highly skilled and experienced in handling relations with social security and insurance institutions, the Ministry of Labour and its territorial bodies and, more generally, with the entire public administration, relieving companies of their duties and obligations or in assisting them in regard to complex procedures.

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