

Employment Law

**Montero
Aramburu &
Gómez-Villares**
Atencia

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01.

Who we are 

We are a law firm of clients who, by combining **legal quality** with dedication and honesty, accompany them in making their most important decisions.

We work with **dedication and efficiency** in the pursuit of legal excellence, in line with our values.

At Montero Aramburu & Gómez-Villares Atencia every decision we make and every service we offer is imbued with our values:



Honesty

It is the pillar on which the trust our clients place in us is built. We act with transparency and integrity in all situations, ensuring consistency between our words and actions.

Knowledge

We strive to keep up to date and be experts in our field, in order to offer the best possible advice to our clients.

Criterion

Our ability to discern and make informed decisions is a key factor. We offer our clients thoughtful and prudent judgement, always striving for excellence and integrity in every action.



Commitment

For us, commitment is not a formality, but the bond that binds us to our clients. We are by their side every step of the way.

Proximity

We strive to offer personal attention, genuine proximity and friendliness that characterise every interaction with our clients.

Trust

We work hard to gain and maintain our clients' trust in every case and situation, always meeting our objectives and commitments.

In our firm, human quality
is at the same level as legal quality.

We turn every professional relationship into a
personal commitment, anticipating and solving
our clients' legal challenges with solid, innovative,
effective and, above all, honest solutions.

DATA:



+270 Lawyers and economists
+370 Employees



9 Offices located in the
national territory



22 Areas of practice

02.

Services

Our firm has specialists in all areas of law, which allows us to offer comprehensive advice to our clients in both the public and private sectors, seeking an innovative approach that generates a positive impact on business strategy and provides a clear differential value.

Areas of specialisation

- Banking and Finance
- Civil
- Compliance and Corporate Governance
- Corporate and M&A
- Digital
- Family Business
- Energy
- Entertainment and Sport
- Foundations, Associations and other Non-Profit Entities
- Real estate
- Employment Law
- Capital Markets
- Commercial Law
- Criminal Law
- Litigation and Arbitration
- Industrial and Intellectual Property
- Public and Regulatory
- Restructuring and Insolvency
- Insurance
- Sustainability and Environment
- Tax
- Town planning

03.

Employment Law

In an increasingly dynamic employment environment, which is exposed to constant legislative and jurisprudential changes, our team offers comprehensive advice on employment and social security matters, as well as labour management services, both in the public and private sectors.

We advise on collective bargaining procedures and, in particular, on collective dismissal proceedings, temporary lay-off proceedings, and collective agreements, and we design tailor-made protocols on sexual and gender-based harassment, digital disconnection, teleworking and equality plans. We also manage international labour mobility files.

We have extensive experience in managing and representing our clients in administrative and judicial proceedings, providing them at all times with a practical and up-to-date approach and proposing effective solutions in order to strengthen their competitiveness.

Employment Law

• **Ongoing advice** on employment and Social Security matters, in order to provide a swift response to queries that may arise in the different aspects of the ordinary dynamics of employment relations (permits, leaves of absence, LWOP, contract suspensions, remuneration and social benefits, working day, working hours, breaks, holidays, modifications to working conditions, work-life balance, retirement options, trade union elections, strikes, employment aspects inherent to insolvency proceedings, accidents at work, inclusion in the Social Security System of partners and administrators of trading companies, cooperatives and joint-ownerships, etc.). It includes services such as the drafting of geographical and functional mobility, reprimand, suspension of employment and salary and dismissal (disciplinary or objective) letters, the issuance of reports or the performance of due diligence to detect contingencies.

• **Advice on employee hiring matters**, including the drafting of employment contracts (both for employees who have an ordinary employment relationship as well as those who have a special employment relationship, such as senior management personnel, artists or professional athletes), preparation of agreements or clauses, including exclusivity, post-contractual non-competition, permanence, confidentiality or use of work tools, as well as the drafting of contracts for economically dependent self-employed workers. Advice on the different types of employment contracts applicable, as well as their duration.

Employment Law

- **Advice on public employment matters**, resolving queries relating to employment in the public sector.
- **Legal advice and representation in administrative labour and Social Security proceedings** initiated by or against the Department of Social Security, the National Institute of Social Security or the Employment and Social Security Inspectorate, including legal defence against the imposition of administrative sanctions, assessments of Social Security contributions, resolutions of derivation of liability of other companies for joint and several and/or subsidiary liability, among others.
- **Legal advice and representation in all types of employment disputes**, including dismissal proceedings, appeals against penalties, claims for payment, employment rights, changes to working conditions, work-life balance, harassment and sexual harassment, strikes and collective disputes, at all stages (first instance, appeals for review, appeals for cassation and enforcement) and before the various judicial bodies (labour courts, High Courts of Justice, Supreme Court and Constitutional Court). Attendance at conciliation proceedings both before the corresponding administrative bodies and before the courts and tribunals. Negotiation to reach agreements satisfactory to the client's interests and drawing up the documents formalising such agreements.

Employment Law

- **Advice on collective bargaining**, including the adoption of internal flexibility measures, such as, for example, the processing of temporary employment regulation proceedings, as well as substantial modifications of individual and collective working conditions and measures for the non-application of collective agreements, external flexibility measures, such as the processing of collective dismissal proceedings, as well as the drafting and negotiation of collective agreements and collective bargaining agreements.
- **Employment analysis in corporate acquisitions and restructuring transactions**, including mergers, takeovers and spin-offs, global transfers of assets and liabilities, as well as in business leasing transactions.
- **Drafting of protocols and internal policies**, such as equality plans, sexual harassment and gender-based harassment protocols, digital disconnection protocols, teleworking policies, codes of conduct, among others. Instruction of protocols for workplace harassment.
- **Advice on international employee relocation**, including the signing of expatriation agreements and the management of international secondments of employees.

Employment Law

• **Employment management services** including, but not limited to, processing of registrations and cancellations in the Social Security System, preparation and drafting of salaries and wages, advice on Social Security incentives, allowances and deductions, management of sick leave and Social Security benefits, and interpretation of applicable collective bargaining agreements. We also provide guidance on the compatibility of Social Security pensions with the provision of services.

04.

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ACCOMPANYING YOU
IN EVERY
DECISION

Montero
Aramburu &
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Atencia