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MAKING WORKING CONTRACTS WITH DUTA ELEKTRONIK

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Abstract

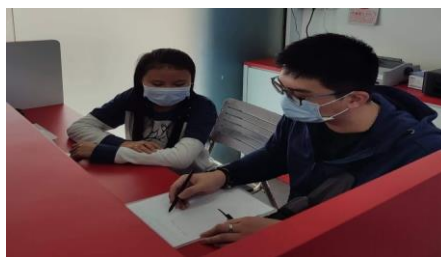
An employment contract is an agreement that is agreed between workers and employers in written and oral forms that exist regarding parts of the rights and obligations of both parties in accordance with applicable regulations. With the existence of a work contract agreement that is approved by both parties, it is already in a legal bond that must be carried out if it is not implemented then there are penalties for those who violate it for workers or employers. In the employment contract, there are many things that must be considered so that the parties must read more carefully in an agreement to get a profit or loss in the written employment contract. Employment contracts usually provide losses for parties who violate the employment contract which can get fair punishment for both parties. Written or oral employment contracts are made in the workplace or a room that can be explained or read in their entirety to understand the contents of the agreement determined by the company. Employment contracts are also used to avoid unwanted events by the company and to carry out cooperation with the company properly without any obstacles or unwanted events occurring. In the case of an employment contract, it is necessary to know the contents of the employment contract agreement that makes both parties feel balance or commensurate with the advantages and disadvantages signed by the worker.

Keywords: *Employment Contract, Worker, Company*

Introduction

Electronic Ambassador located at Bumi Indah Complex Blok V No. 12, Kel. Lubuk Baja, Kec. Batam City, 29444 is one of the electronic shops that sells electronic goods that are used in everyday life. This shop is owned by Mr. Ating who sells household electronics such as tv, refrigerator, washing machine, air conditioner, speaker, air purifier, air cooler, freezer, showcase, dispenser, blender, vacuum cleaner, and so on. In Duta Elektronik, there are quite a number of employees who are assigned tasks for each employee. Some of them are recipients of money, employees who explain the description of the goods being sold, employees who transport and deliver the goods, and also those who record the goods that will be put into the store. An employment contract is an agreement that occurs between workers and employers both in written and oral form that contains

points of the rights and obligations of both parties in accordance with the applicable laws and regulations. In the case of a work contract, it is very necessary to agree on an agreement between employees and partners. With the agreed work contract, the relationship between employees and partners is bound by law. If there is a violation of the agreed contract, the punishment provided for in Article 52 Paragraph (3) Number 13 of 2003 concerning Employment, the work agreement made by the employer and employee that is contrary to the basis of the work agreement regarding the existence of the agreed work may be canceled for the sake of law. There are four types of work contracts, namely Non-Permanent Time Work Agreements (PKWTT), Fixed Time Work Agreements (PKWT), Fixed Time Work Agreements (PKWT), and Job Chartering Agreements. Various forms of work contracts are created because there are differences in the contents of the work agreement determined by the PT or partner. Employment contracts that are often used are usually in the form of a temporary work agreement (pkwt) and a fixed time work agreement. Although these two things are widely used in PT, of course the other two are also used in accordance with the conditions that apply to certain situations. Employment contracts are formed so that if one of them terminates the contract, there will be a penalty that must be carried out as stipulated in the law. 13 of 2003 concerning Manpower in Article 62 which reads: "If one of the parties terminates the employment relationship before the expiration of the period specified in the employment agreement for a certain time, or the termination of the employment relationship is not due to the provisions as referred to in Article 61 paragraph (1), the those who terminate the employment relationship are required to pay compensation to the other party in the amount of the worker/laborer's wages until the expiration of the term of the work agreement. In this way, PT and employees will think more to make the right decision. With the cooperation agreement between partners and workers, there is a binding between the two parties and a work contract is formed. Using a work contract can bring benefits and losses to both parties because those who violate will compensate for the agreed loss or fine and vice versa for those who obey to avoid losses.



Picture 1
Interview with worker

Methods

The method used in this activity is to use interviews and talk directly with workers as well as partners. At the data collection stage, data must be obtained in

the form of name, company address, type of business, gender, worker address, position to be worked on, place of work, amount of wages as well as the method of payment, the conditions that must exist in the rights and obligations, the length of time worked, the place and date of the agreement to be made, and the signatures of the parties in the work agreement. The place for the implementation of the PKM is at the Electronic Ambassador which is carried out when there is the arrival of the person in charge of partners and workers to communicate directly face to face. The purpose of the face-to-face meeting is to be able to explain in more detail about the cooperation agreement that will be carried out by both parties and be able to explain some things that are not understood by the parties concerned. To get a good implementation, one must be able to communicate with each other with workers and the person in charge of the procedure or next steps that will be carried out in future PKM activities. This PKM activity starts on October 9 – December 11, 2021 to be completed by students in order to arrange the schedule as well as possible and neatly arranged by students.

Result and Discussion

implementation starting on October 9 from workers and managers to get a work agreement which was carried out face-to-face by students with workers and partners in charge. Students also explained important things related to making a cooperation agreement to share knowledge about basic and binding law in making a cooperation agreement that will be bound by workers with managers to avoid unwanted things in the explanation process using words that are easily understood and questions and answers for things that are not understood by workers.

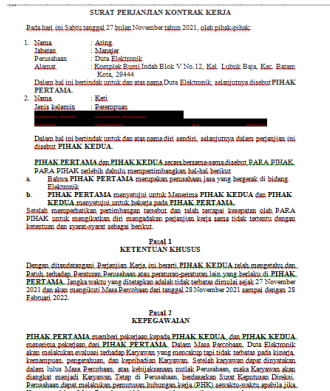


Picture 2

Interview and Observation Activities

Interviews with workers to obtain information in the form of name, date of birth, age, position that will be obtained later, residential address, and wages that will be given to workers. In the process of implementing this PKM, information is also obtained when work time, rest, and work holidays are obtained as well as the rights and obligations described by the worker and after that it will be confirmed to the manager to find out that the information provided is correct which will be filled in the articles. cooperation agreement. The information provided by workers is almost all correct and there are also some additions from the person in charge of the electronic ambassador to provide information about sanctions and work

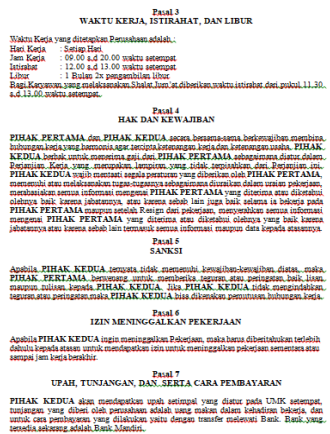
permits during working days to make additional input into the contents of the cooperation agreement and be approved by the manager because it is one of the things that important for articles related to the contents of the cooperation agreement.



Picture 3

The process of typing the contents of the cooperation agreement from articles 1 and 2

In the process of typing the name, position, company, address for the identity of the manager will be entered into the cooperation agreement to be the first party and the name, gender, place of birth, address for the identity of the worker are entered into the cooperation agreement as the second party. Followed by an agreement between the two parties in that the first party accepts the second party to work at the Electronic Ambassador and commits itself to article 1 regarding special provisions regarding the probationary period and article 2 regarding staffing regarding evaluation of workers during the probationary period to assess the skills of workers and can be fired if not can achieve sufficient skill.

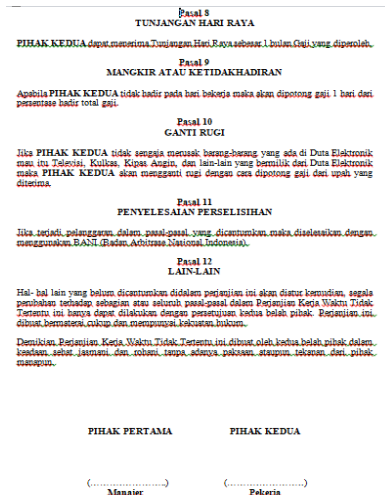


Picture 4

The process of typing the contents of the cooperation agreement from chapters 3 - 7

With the continuation of article 3 regarding working time, rest, and holidays at the time determined by the partner which is from working days, working hours, breaks, holidays, and Friday prayer times. Article 4 concerning the

rights and obligations of the first party and the second party creates peace of mind, also receives an appropriate salary for the second party and keeps the information provided by the first party to the second party confidential in working conditions or resigning from the workplace. Article 5 concerning sanctions regarding the second party will receive a warning or warning either verbally or in writing and if the second party does not accept or violates the rules that have been given, it will be subject to termination of employment. Article 6 regarding permission to leave work concerning the second party can leave the place of work if it has been notified to the manager or supervisor and the manager or supervisor gives permission to leave the place of work temporarily or until working hours end. Article 7 regarding wages, allowances, and payment methods regarding the second party will get a salary commensurate with the local UMK rules with daily allowances given from partners if present at work and to pay wages by way of passing the bank, the bank used is Bank Mandiri.



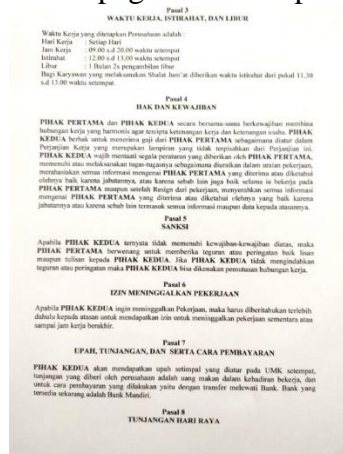
Picture 5

The process of typing the contents of the cooperation agreement from articles 8-12 and the signatures of the first and second parties

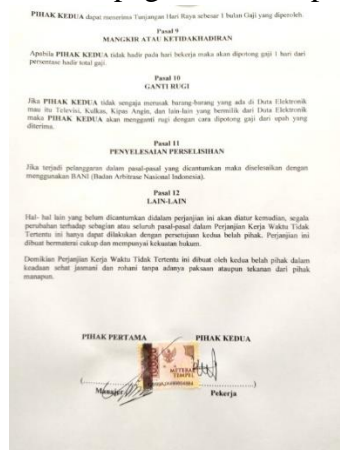
Article 8 regarding holiday allowances concerning the second party can receive holiday allowances for workers who each celebrate the holiday. Article 9 regarding absenteeism or absenteeism on working days, the salary of the second party will be deducted. Article 10 regarding compensation regarding the second party accidentally damaging or intentionally damaging the goods in the Electronic Ambassador will be compensated by deducting the wages received. Article 11 regarding problem solving using BANI or the Indonesian National Arbitration Board. Article 12 regarding other matters that have not been included in the cooperation agreement will be included in the regulated at a future time and this work agreement agrees and has legal force which is attached with stamp duty. Under the contents of article 12 there are signatures of the first and second parties as managers and workers.



Picture 6
Hardcopy of the first page of the cooperation agreement



Picture 7
Hardcopy of the second page of the cooperation agreement



Picture 8

The binding of the two parties between the first party and the second party has succeeded in binding and a cooperation agreement that has legal force.



Picture 9

submission of cooperation agreement

In this picture for the submission of the cooperation agreement with the manager, besides the manager there are workers who are on a probationary period to work at Duta Elektronik. On the other hand, there is also documentation for evidence of making a cooperation agreement with the Electronic Ambassador. The period of this PKM activity starts on October 9 – December 11, 2021.

Conclusion

Duta Elektronik is a shop that sells electronic goods in the form of tv, refrigerator, washing machine, air conditioner, speaker, air purifier, air cooler, freezer, showcase, dispenser, blender, vacuum cleaner, and so on. To pay for goods, of course, requires a cashier who must know about finances, notes, and refunds. Therefore, a cooperation contract agreement with the cashier is needed to make regulations that must be bound by law so that workers and managers can work well together and avoid things that are not desirable. In making a cooperation agreement with workers, it is very important to do so that it can bind and punish those who violate it because of a valid work contract. The cooperation agreement is also to better link work between workers and partners so that they can follow the rules that have been set by the partners.

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Regulation

Undang – Undang No 13 Tahun 2003 tentang Ketenagakerjaan.