

HOW TO

Ensure you protect your business and employees through contractual arrangements

Tips and Guides for Managers

A contract of employment is an agreement between you, as an employer, and your employees and outlines the basis of the employment relationship.

Although a contract 'starts' when an offer, either written or verbal, is accepted most employees are legally entitled to a Written Statement of the main terms and conditions of employment within eight weeks of their start date.

What should be included in a written statement?

Written statements should be a single document comprising the following information as a minimum:

- The name of the employer and employee
- The date employment and/or continuous employment started
- The job location
- Details of pay and how it's paid (weekly, monthly etc.)
- The employee's hours of work
- Holiday entitlement
- The employee's job title or job description
- Details of any collective agreements that affect the employee's conditions of employment.

What else makes up the contract of employment?

As well as the written statement contracts are made up of oral and verbal agreements and may include:

- Express terms: the terms that are explicitly agreed
- Implied terms: terms that are too obvious to mention, those necessary to make the contract workable and custom and practice
- Policies and Procedures: such as disciplinary, grievance and sick pay which may be found in an employee handbook
- Terms imposed by law: such as employment rights and statutory rights

It's important to remember that although your employment contracts must include the information required by law that they also reflect the needs of your business.

If you need to change the terms within an existing contract, this should be done through consulting and gaining the agreement of your employees.

How can we help?

- Review your current contracts to ensure they comply with current legislation

- Provide contract templates that meet the needs of your business
- Assist with the process of varying terms of employment