



CONTRACT OF EMPLOYMENT

All paid workers have a contract.

- A contract is an agreement between two parties – employer and employee – and can only be varied by mutual agreement.
- The more that is written into a contract the less is left open to interpretation.
- Some terms of a contract are determined by law.
- A contract can include terms that improve on the legal minimum but cannot offer less than the legal minimum.
- Employees are entitled to receive a written statement of the particulars of their employment within **2 months** of beginning a job.
- A contract may set out and explain any of the following.

Parties to the Contract

- Name and address of the employer
- Name of the employee
- Job title

Duration, time and place of work

- Terms of the contract e.g. fixed or a task contract
- Normal hours of work
- Overtime arrangements
- Place of work

Pay and pensions

- Starting salary
- Pay period e.g. weekly/monthly
- Annual review
- Incremental increase
- Pension arrangements
- Deductions

-

Holiday entitlement

- Public holidays
- Annual leave

Sickness and maternity

- Sick leave
- Sick pay
- Maternity leave
- Maternity pay

Other leave and time off

- Parental leave
- Dependants leave
- Special leave
- Study leave
- Sabbatical leave
- Time off for public duties

Termination of employment

- Probationary period
- Retirement
- Period of notice (employer)
- Period of notice (employee)
- Working during notice period
- Redundancy

Discipline and grievance

- Disciplinary procedure
- Grievance
- Suspension

Other paid work

- Other paid work
- Competition

Disclosure

- Conflict of interest
- Disclosure

Intellectual Property Rights

- Copyright/patent

Internal policies

- Confidentiality
- Monitoring of communications
- Personal data
- Health and safety
- Smoking
- Equal opportunities
- Media

Financial and other benefits

- Removal expenses
- Expenses
- Car use
- Child care
- Use of facilities
- Outside remuneration – fees received for work-related opportunities
- Gratuities

The Contract

- Transfer and secondment
- Variation
- Collective agreements/no collective agreements
- Signatures employee/employer

If you require further information about the above please telephone 01952 291350 and speak to a member of the Development Team.