

In the United Kingdom, it is a legal requirement for employers to provide each employee with a written statement that outlines the specific terms of their employment. These terms include the minimum rights that are protected by law and apply to all employees, even in situations where there is no formal employment contract or written statement. As a business owner, it is crucial to ensure that you not only meet your employees' statutory rights but also effectively manage their expectations.

An employment contract spells out the key details of their job and their general terms and conditions of employment with you.

Here's what it should typically include:

- ✓ **Who you and your employer are:** Your names and titles.
- ✓ **Start date and service start:** When you begin work and (if applicable) when your original start and date was if TUPE exists.
- ✓ **Your job in a nutshell:** Your job title or a brief description of your duties.
- ✓ **Probation period (if any):** How long your introductory trial period will last.
- ✓ **Where you'll work:** Your primary work location.
- ✓ **Pay and benefits:** Your salary, overtime rates, any additional benefits, and payday details.
- ✓ **Working hours:** Your regular schedule, maximum allowed hours, and overtime arrangements.
- ✓ **Annual leave:** How much paid leave you get and how holiday pay is calculated.
- ✓ **Sick leave and pay:** Your entitlements for sick leave and any associated pay.
- ✓ **Training:** Opportunities for job-related training you may receive.
- ✓ **Notice period:** How much notice you or your employer need to give to end the contract.
- ✓ **Disciplinary procedures:** Reference to the company's disciplinary policy for addressing performance or conduct issues.
- ✓ **Appeals process:** Who you can contact if you disagree with a disciplinary or grievance decision.

Important note: There are legal requirements for certain aspects of employment contracts, like working hours and vacation time. The contract must comply with these regulations. Generally, you and your employee need to agree on any major changes to the contract terms.

