

EMPLOYMENT CONTRACT CHECKLIST

CONTRACT OF EMPLOYMENT

COMPULSORY TERMS

YOUR DATA



Employer Name & Address



Worker's Name & Address



Worker's job title or description of their work



Start date of this role and date of continuous period of employment (first day of work with your company)



Rate of pay, and details about when & how the employee will be paid



Hours and days of work



Holiday entitlement (including or excluding Bank Holidays)



Details of where the employee may work. If the employee works in more than one place, specify primary place of work

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Whether the employee is required to work abroad, and if so, how long, what currency will they be paid in, benefits and the terms of their return to UK



Details of how long a temp role is expected to last or the end date of a fixed term contract



Notice periods required to end the contract by the parties



Details about pension



Details of any collective agreements i.e. with trade unions



Details of your grievance procedure


















Details of your disciplinary procedure

NOTES:

CONTRACT OF EMPLOYMENT

Those are the minimum terms that you have to include in a contract. We recommend additional provisions covering:

-  Suggested Clause
-  Probationary period
-  Data privacy
-  Confidentiality
-  Intellectual property
-  Repayment of training fees
-  Deductions from pay
-  Restrictions on poaching your customers
-  Right to monitor communications
-  Overtime
-  Company benefits, bonuses and commission
-  Garden leave and payment in lieu of notice
-  Working time opt out
-  Consent to process employee data
-  Travel & expenses
-  Sickness absence and sick pay
-  Use of IT & telephones
-  Health & Safety, including drug and alcohol
-  Company property, including vehicles
-  Right to suspend
-  Right to vary the contract

If you would like us to review, update or draft a contract of employment for you, contact: support@guardian.online

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LAW

WWW.GUARDIANLAW.CO.UK

If you would like us to review, update or draft a contract for you, contact: support@guardianlaw.c.uk