



## Employment Contract Checklist

Written statement of particulars (commonly referred to as Employment Contract) must include the following:

- the employer's name
- the employee's name
- the start date (the day the employee starts work)
- the date that 'continuous employment' (working for the same employer without a significant break) started
- pay, including how often, when and method of payment (e.g. £1000 per month, paid on the last Friday of the calendar month into a UK bank account)
- the days of the week the employee is expected to work; whether days or hours are variable and if so, the basis on which they will be determined
- all benefits provided
- probationary period details including conditions for passing and duration (e.g. satisfactory attendance and job performance)
- details of training entitlement, mandatory training etc (e.g. a full induction programme lasting 2 weeks, FLT training)
- a brief description of the duties of the job
- the employer's address
- the places or addresses where the employee will work
- job title, or a brief description of the job
- holiday and holiday pay, including an explanation of how its calculated if the employee leaves
- any other paid leave such as maternity or paternity
- the amount of sick leave and pay
- pension arrangements (if it's a statutory pension scheme like a workplace pension, the pension provider can provide the information)
- the notice period either side must give when employment ends
- how long the job is expected to last (if its temporary or fixed term)
- any terms and conditions that apply to other employees too (known as 'collective agreements')
- who the employee can contact if they have a problem at work
- disciplinary procedures (if they're not included in the document, you must provide instructions on where the employee can find them)
- the process for resolving a problem at work, including how to raise a formal grievance (if this information is not included in the document, you must state where the employee can find it)
- if the employee will work abroad, any terms that apply
- Any restrictive covenants that you want to apply after employment has ended e.g. not working for a competitor for 6 months.

Yes, it's a long list but you can make it easy by having templates ready to go with different clauses that might apply. Once you have one drawn up, it really isn't that difficult.