

## Terms and Conditions of Employment

	Employer Details (we, us, our)		Employee Details (you, your)
Name	<input type="text"/>		<input type="text"/>
Address	<input type="text"/>		<input type="text"/>
Telephone Number	<input type="text"/>		<input type="text"/>
Continuous Start Date	<input type="text"/>	Start Date	<input type="text"/>
Place of Work (Address)	<input type="text"/>	Job Title	<input type="text"/>

Your usual place of work will be as set out above in 'place of work' however if requested you will change your normal place of work to anywhere within a  mile radius. Any change of location will be discussed with you first.

### Hours of Working

You are normally required to work  hours per week, and will be as shown below

from  until  Monday  
 from  until  Tuesday  
 from  until  Wednesday  
 from  until  Thursday  
 from  until  Friday  
 from  until  Saturday  
 from  until  Sunday

At times to be agreed between the us and the you on a weekly basis.

Dates and times for the week will be agreed by the  of the week before.

Sometimes there might be a need for the above times to be changed based on our needs, where this happens we will give you as much notice as possible.

### Role

Your job is as set out in the job description, we may need you to carry out other duties and responsibilities from time to time according to our needs.

## Pay Arrangements

Your pay is calculated on actual work completed, the pay will be

per hour standard rate

per hour premium rate (if applicable)

You will be paid *(pick one of the following options)*

Weekly, this will be on a  *(Insert day of the week)*

Monthly on the  *(Insert date in the month)* of every month

Monthly on the  Last/first  *(Insert day of the week)* of the month

You will be paid by  Direct payment into your bank account

Cash

Cheque

All payment will be subject to deduction of tax and national insurance. We may also deduct any overpayment of wages or holiday entitlement.

You must complete a timesheet  Week/month which must be given to us

by the  *(Insert day if weekly, or date if monthly)* of the following  Week/month

Expenses over and above normal travel cost to and from work will be reimbursed on production of appropriate claims and/or receipts.

## Probationary Period

The first  months of your employment will be a probationary period during which time your performance and conduct will be reviewed. Your probationary period may be extended or your employment may be ended if you are found for any reason whatsoever to be incapable of carrying out or otherwise unsuitable for your job.

We reserve the right during the probationary period to waive the disciplinary procedure and thus may, at our discretion, terminate employment without any warnings.

## Holiday Entitlement and Holiday Pay

You are entitled to  hours/days holiday per year pro rata which is 5.6 x your average weekly hours and includes your entitlement to bank holidays. We do not recognise bank holidays for the purposes of a working week, however you can request holiday if you wish.

The holiday year runs from  to  and unless there are exceptional circumstances agreed with us, you may not carry over unused holiday from one year to the next.

Payment will not be made for any unused holiday.

Notice of at least 2 x the duration of leave required must be given to us.

We will try to co-operate with your holiday plans wherever possible, however; you must not book holidays until your request has been formally authorised by us.

On termination of your employment you may be required to take any outstanding holiday entitlement during your period of notice.

## Auto Enrolment Pension

By signing this contract you agree that we will act on your behalf in taking the steps necessary to enrol you in an auto enrolment pension scheme. We undertake that we will not enrol you into the Scheme before you have received the essential terms of the contract, including in particular the name of the pension provider, details of the right to opt out of membership of the Scheme, and details of the amount, or date by which you will be informed of the amount of contributions that you are required to pay the provider by way of deductions from your wages under the Scheme. Full details will be sent to you in due course.

We reserve the right to withdraw or amend any of the rules or benefits of the scheme at any time.

## Sickness or Injury

If you are unable to work on an already agreed work day due to illness or injury, it is essential that you notify us. This must be done as soon as possible, but no later than the agreed starting time.

You may be entitled to Statutory Sick Pay (SSP) according to the Statutory Sick Pay rules that apply at the time.

## Lateness

If you think you are going to be more than 10 minutes late to start work, you must contact us as soon as possible.

## Notice Periods

Your contract of employment can be terminated by written notice as follows.

Length of continuous service	By the Employer	By the Employee
Less than 1 month	Nil	Nil
During the probationary period	One week	One Week
End of Probation up to 12 years	One week for every completed continuous year of employment	Four weeks
12 or more years	12 weeks	Four weeks

We have the right to pay your basic salary in lieu of notice instead of requesting that you work your notice period.

If you leave without giving the proper period of notice or leave during your notice without permission we shall be entitled, as a result of your agreement to the terms of this contract, to deduct a day's pay for each day not worked, provided that we do not deduct a sum in excess of any actual loss suffered by us as a result of your leaving. This deduction will be made from any final salary which may be due to you.

## Confidentiality

You should not at any time during your employment (except so far as is necessary and proper in the course of your employment) or at any time after your employment has terminated disclose to any person any information about us, our family and our domestic or personal circumstances.

You acknowledge that we will hold personal information about you as personnel records. Subject to certain restrictions imposed by law, you are entitled to access this file and to other information, which we hold, about you on request.

We will abide by the Data Protection Act/GDPR (General Data Protection Regulation) and will disclose this information only to the relevant third parties.

## Disciplinary Procedure

You must observe our rules and procedures, these are contained within this contract and other policy documents, procedures or memos issued by us, failure to do so can lead to disciplinary actions and even to the termination of your employment.

Our rules with regards to disciplinary procedures are set out in a separate document which we will make available to you, they are non-contractual. In any event they will follow the guidelines laid down by ACAS, further information can be sought from ACAS on 08457 47 47 47

The disciplinary policy will not apply to anyone who is within their probationary period and may be amended or shortened if you have less than 24 months service.

## Grievance Procedure

Our rules with regards to Grievance procedures are set out in a separate document which we will make available to you, they are non-contractual. In any event they will follow the guidelines laid down by ACAS and if you have any grievances against us, you have the right to seek advice from ACAS on 08457 47 47 47

## Collective Agreements

There are no collective agreements that directly affect the terms of your employment

## Agreement

*I hereby confirm that I have read, understood and accept the terms of this Contract of Employment and I undertake to observe the terms and conditions of employment contained herein.*

Signed by Employer

Signed by Employee

Print Name

Print Name

Date

Date