



Human Resources and Employment Law

Fact Sheet - Terms & Conditions

Your employees may have a contract in the form of an offer letter or a verbal agreement made when they joined you but if they have not been given a full written statement of particulars of employment, you are failing to comply with the Employment Rights Act 1996, sections 1 to 3.

The law states that employees with contracts that last for one month or more must be given, within two months of starting work, a written statement of particulars setting out the key terms and conditions of their employment. The right to a written statement applies to part-time employees as well as full-time employees, irrespective of hours worked.

Existing employees must be informed in writing, within one month of the change, of any changes made to the information in the statement.

In general, the employer must provide the information in full although there is a limited power to refer employees to other documents, provided these documents are readily accessible at the work place.

What You Must Do:

You must provide the following written particulars in one document:

- Names of employer and employee
- Date when employment began
- Date when continuous employment began
- Scale or rate of remuneration and the method of calculation
- Intervals at which remuneration is paid
- Terms and conditions relating to hours of work, including normal working hours
- Holiday entitlement, including any entitlement to accrued holiday pay
- Job title or brief job description
- Place of work
- Any disciplinary or dismissal rules and procedures applicable to the employee (or referring the employee to a document specifying such rules)





- The name or description of a person to whom the employee can apply if dissatisfied with any disciplinary or dismissal decision relating to him or her and the manner in which such application should be made
- The name or description of a person to whom the employee can apply for the purpose of seeking redress of any grievance relating to his or her employment and the manner in which such application should be made
- An explanation of any further steps in the disciplinary or grievance procedure (or referring the employee to a document containing those steps)

The following information may be provided by installments as long as this is done before the end of the second month of employment:

- Terms relating to sickness, injury and sick pay
- Pensions and pension schemes
- Period of notice each party must give to terminate the contract
- Where the employment is temporary, how long it is likely to last or the termination date of a fixed term contract
- Collective agreements which directly affect terms and conditions
- Where employees are sent to work outside the UK for more than one month, details of the period outside the UK, the currency in which they will be paid, any special benefits available while they work abroad and any terms relating to their return are to be given before they leave

How Can We Help

We can provide sample documents and advise you how you may amend these to suit your particular requirements.

We are available to advise on a range of HR subjects important to you as an employer. We offer a telephone help line for basic queries and a range of information sheets.

For further information, please email hr@eacotts.com or refer to the website [Contact Us](#) page.

The above is written in general terms only. It would be unsafe to assume that this general advice can be applied to particular situations in your organisation. We cannot accept responsibility for loss occasioned as a result of action taken, or refrained from, in consequence of the contents. Eacotts and its Human Resources Service will be pleased to offer specific advice on request.

