

## **Lawrite Employment Law Documents package**

### Short contract of employment – clauses

1. Introduction
2. Start date
3. Continuity of employment
4. If you want to leave:
5. If we want you to leave:
6. Your Job
7. Overseas work
8. Working Hours
9. Breaks
10. The 48 hour week
11. Your pay
12. Annual bonuses
13. Deductions from Pay
14. Pension
15. Holidays
16. What happens when you are sick
17. Other time off work
18. Our expectations of you
19. Dress at work
20. Confidential information
21. Computers
22. E-mail and the internet
23. Vehicles
24. Discipline
25. What to do if you are unhappy about something at work
26. When you leave our employment
27. Collective agreements
28. Data protection
29. Anti-bribery and corruption

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30. Non enforcement does not waive our rights to enforce this contract
31. Whole agreement
32. The English Courts
33. Interpretation
34. Written Statement of Terms and Conditions

## Long contract of employment – clauses

1. INTRODUCTION
2. STAFF HANDBOOK
3. START DATE
4. CONTINUITY OF EMPLOYMENT
5. TRIAL PERIOD (NEW EMPLOYEES ONLY)
6. JOB TITLE/DUTIES
7. PLACE OF WORK
8. [OVERSEAS WORK]
9. NOTICE
10. HOURS OF WORK
11. WORKING TIME OPT OUT
12. WAGES/SALARY
13. BONUS
14. DEDUCTIONS FROM PAY
15. PENSION SCHEME
16. HOLIDAYS
17. BANK HOLIDAYS AND PUBLIC HOLIDAYS
18. SICK PAY ARRANGEMENTS
19. TRAINING
20. COMMITMENT TO THE EMPLOYER
21. PERFORMANCE ASSESSMENT
22. QUALIFICATIONS
23. CRIMINAL CONVICTIONS
24. GARDEN LEAVE

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25. HEALTH AND SAFETY POLICY
26. COLLECTIVE AGREEMENTS
27. EMPLOYER RECORDS
28. DRIVING LICENCE
29. YOUR EMPLOYER'S VEHICLES
30. CONDUCT
31. SMOKING, ALCOHOL AND DRUGS
32. COMPUTERS
33. E-MAIL AND INTERNET AND SOCIAL MEDIA
34. [UNIFORM,] DRESS CODE AND PROTECTIVE CLOTHING AND EQUIPMENT
35. DISCIPLINARY ARRANGEMENTS
36. SUSPENSION FROM WORK
37. GRIEVANCE PROCEDURE
38. RETURN OF PROPERTY
39. DATA PROTECTION ACT 1998
40. CONFIDENTIALITY
41. NON-SOLICITATION
42. ANTI-BRIBERY AND CORRUPTION
43. NON-WAIVER CLAUSE
44. YOUR EMPLOYER
45. JURISDICTION
46. WHOLE AGREEMENT CLAUSE
47. WRITTEN PARTICULARS REQUIRED BY PART 1 OF THE EMPLOYMENT RIGHTS ACT 1996
48. HEADINGS

## SCHEDULES

Below are the schedules referred to in this contract:

SCHEDULE ONE Employee's details.

SCHEDULE TWO Hours of work.

SCHEDULE THREE Rate of pay.

SCHEDULE FOUR Holiday entitlement.

SCHEDULE FIVE Data Protection Act 1998.

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## Senior manager's contract – clauses

1. INTRODUCTION
2. STAFF HANDBOOK
3. START DATE
4. DURATION OF THE CONTRACT [director only]
5. CONTINUITY OF EMPLOYMENT
6. JOB TITLE/DUTIES
7. PLACE OF WORK
8. [OVERSEAS WORK]
9. NOTICE
10. LAWFUL TERMINATION [Directors only]
11. HOURS OF WORK
12. WORKING TIME OPT OUT
13. WAGES/SALARY
14. OTHER BENEFITS
15. BONUS
16. DEDUCTIONS FROM PAY
17. PENSION SCHEME
18. HOLIDAYS
19. BANK HOLIDAYS AND PUBLIC HOLIDAYS
20. SICK PAY ARRANGEMENTS
21. TRAINING
22. COMMITMENT TO THE EMPLOYER
23. PERFORMANCE ASSESSMENT
24. QUALIFICATIONS
25. CRIMINAL CONVICTIONS
26. GARDEN LEAVE
27. HEALTH AND SAFETY POLICY
28. COLLECTIVE AGREEMENTS
29. EMPLOYER RECORDS
30. DRIVING LICENCE

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31. YOUR EMPLOYER'S VEHICLE
32. CONDUCT
33. ANTI-BRIBERY AND CORRUPTION
34. SMOKING, ALCOHOL AND DRUGS
35. COMPUTERS
36. EMAIL AND INTERNET AND SOCIAL MEDIA
37. DRESS CODE [AND PROTECTIVE CLOTHING AND EQUIPMENT]
38. DISCIPLINARY ARRANGEMENTS
39. SUSPENSION FROM WORK
40. GRIEVANCE PROCEDURE
41. RETURN OF PROPERTY
42. DATA PROTECTION ACT 1998
43. CONFIDENTIALITY
44. NON-SOLICITATION
45. INTELLECTUAL PROPERTY RIGHTS (INVENTIONS AND DESIGNS)
46. NON-WAIVER CLAUSE
47. YOUR EMPLOYER
48. JURISDICTION
49. WHOLE AGREEMENT CLAUSE
50. WRITTEN PARTICULARS REQUIRED BY PART 1 OF THE EMPLOYMENT RIGHTS ACT 1996
51. HEADINGS

## SCHEDULES

Below are the schedules referred to in this contract:

SCHEDULE ONE Employee's details.

SCHEDULE TWO Hours of work.

SCHEDULE THREE Rate of pay.

SCHEDULE FOUR Holiday entitlement.

SCHEDULE FIVE Data Protection Act 1998.

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Additional clauses (These can be added to templates from an additional clauses list)

SIGNATURE CLAUSE WHERE EMPLOYER IS NOT A LIMITED COMPANY

TRIAL PERIOD (NEW CONTRACT AS ALTERNATIVE TO REDUNDANCY)

FIXED CONTRACT TERM

TEMPORARY WORKER

MATERNITY LEAVE OR SUSPENSION COVER

ZERO HOURS CONTRACT

LAY OFF

SICK PAY

SUNDAY WORK

FLEXITIME HOURS

OTHER BENEFITS

INTELLECTUAL PROPERTY RIGHTS (INVENTIONS AND DESIGNS)

PERSONAL PROPERTY

EXPENSES

TIME RECORDING

WORK AWAY FROM HOME

SKILL AND CARE

INDEMNITY

PROFESSIONAL INDEMNITY

SMOKING ALCOHOL AND DRUGS

PRESCRIBED OR NON-PRESCRIBED MEDICINAL DRUGS

SEARCH POWERS

TIED ACCOMMODATION

UNILATERAL VARIATION OF CONTRACT

MAIL OR OTHER COMMUNICATIONS RECEIVED AT WORK

PRIVATE TELEPHONE CALLS

MOBILE TELEPHONES

MONITORING AND RECORDING OF TELEPHONE CALLS

MONITORING AND RECORDING OF TELEPHONE SYSTEM

CCTV AND RECORDING ON YOUR EMPLOYER'S PREMISES

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PROFESSIONAL FEES

TRAINING COSTS

SALARY SACRIFICE (childcare) - ALTERNATIVE PAY AND BENEFITS CLAUSE

SALARY SACRIFICE (pensions) - ALTERNATIVE PAY AND BENEFITS CLAUSE

BENEFITS – LENGTH OF SERVICE CLAUSE