



Practical, Prompt, Professional HR Solutions

CONTRACTS OF EMPLOYMENT

A contract of employment lies at the heart of the employment relationship between the employer and employee.

Issuing terms and conditions of employment, often referred to as the contract of employment, is a legal requirement. It is a document that details both the employee's and employer's obligations to each other.

Contracts of Employment

At **Complete People Management Ltd** we offer the following:

- Contract for Services (nil hours worker) costs just £60.
- Do it yourself contract costs just £70.
- Comprehensive employee contract costs just £200.*
- Director contract costs just £220.*
- Discipline and grievance procedures cost just £100.
- Buy the DIY contract and discipline and grievance procedures together for just £150.

All contracts include the legal minimum requirements.

Contract for Services (nil hours worker) – is for individuals who are asked to work for the company as and when required. There is no obligation by the employer to offer work and no obligation for the worker to accept the work.

It includes the following sections:

The Company Name, Worker Name, Job Title, Job Duties, Place of Work, Date of Commencement of this Contract, Continuity of the Contract, Date of Termination of this Contract (if applicable), Hours of Work, Rate of Pay, Company Rules and Policies and Procedures, Holiday Time and Holiday Pay, Pension Scheme, Sickness Absence, Termination, Notices, Warranties, Law, Declaration, Appendices – job description and calculation and payment of holiday pay for casual workers.

Do it yourself Contract – a template document with open typing fields for the employer to type in individual employee details. The content is otherwise set. It makes reference to disciplinary and grievance procedures which the company must have in place. These can be purchased for an additional cost.

It includes the following sections:

The Company Name, Employee Name, Job Title, Job Duties, Place of Work, Date of Commencement, Original Date of Commencement, Date of Termination, Hours of Work, Rate of Pay, Overtime, Collective Agreement, Disciplinary Procedure, Grievance Procedure, Holidays and Holiday Pay, Pension Scheme, Sickness Absence, Sickness Pay, Termination of Employment, Warranties, Working Outside the United Kingdom, Headings, Law, Queries, Declaration

Comprehensive Employee Contract* – a complete contract of employment for all employees including managers. The content is agreed with you in order to create the first draft document. A maximum of two amendments is included in the price. Thereafter additional charges apply.

It includes the following sections:

The Company Name, Employee Name, Job Title, Job Duties, Place of Work, Date of Commencement, Original Date of Commencement, Date of Termination, Probationary Period, Hours of Work, Rate of Pay, Overtime, Collective Agreement, Company Car/Use of Company Vehicle/Use of Private Vehicle/Car Allowance, Disciplinary Procedure, Garden Leave, Grievance Procedure,



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Holidays and Holiday Pay, Lay-Offs and Guaranteed Payments, Medical Examination, Termination for Medical Reasons, Notices, Pension Scheme, References, Restrictive Clauses, Sickness Absence, Sickness Pay, Termination of Employment, Variations to Terms and Conditions of Employment, Warranties, Working Outside the United Kingdom, Headings, Law, Queries, Declaration Appendices – Disciplinary Procedure, Grievance Procedure, Sickness Absence Procedure

Director Contract* – a complete contract of employment for directors. The content is agreed with you after asking a number of questions in order to create the first draft document. A maximum of two amendments is included in the price. Thereafter additional charges apply.

It includes the following sections:

The Company Name, Employee Name, Job Title, Job Duties, Place of Work, Date of Commencement, Original Date of Commencement, Date of Termination, Probationary Period, Hours of Work, Rate of Pay, Overtime, Bonus, Collective Agreement, Company Car/Use of Company Vehicle/Use of Private Vehicle/Car Allowance, Confidential Information, Conflict of Interest, Data Protection, Death Benefit, Disciplinary Procedure, Expenses, Garden Leave, Grievance Procedure, Holidays and Holiday Pay, Intellectual Property, Lay-Offs and Guaranteed Payments, Medical Examination, Termination for Medical Reasons, Notices, Passing Off, Pension Scheme, References, Restrictive Clauses, Sickness Absence, Termination of Employment, Variations to Terms and Conditions of Employment, Warranties, Working Outside the United Kingdom, Headings, Law, Queries, Declaration Appendices – Disciplinary Procedure, Grievance Procedure, Sickness Absence Procedure

Contract of Employment Review

We recommend that you regularly review your employment contracts to ensure compliance with current employment legislation. A review of your employment contract(s) includes you receiving an updated version of your original employment contract.

For a quotation telephone us on **0208 8168 726**.

Individual Employee Contracts

Should you require contracts to be made bespoke for your individual employees we charge £25 per contract plus VAT.

Telephone us on **0208 8168 726** for more information.

Contract of Employment Consultations

Making changes to employees' terms and conditions of employment may be necessary for a number of reasons and can occur at any time. Consulting your employees about these changes is a legal requirement.

Telephone us on **0208 8168 726** to find out more.

*These include supporting discipline and grievance procedures as per the ACAS code published in April 2009.

All prices are exclusive of VAT.

Please note the documents are suitable only for companies governed by UK employment legislation.

All documents are sent electronically. The consultation process involves communication via telephone and email.

Please note that two alterations of the first draft are included in the price, thereafter further amendments incur an hourly rate of £100 plus VAT (excluding contract for services and DIY contract).

Where any alterations are required in a contract for services or DIY contract an hourly rate of £100 plus VAT will be charged.