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Staff



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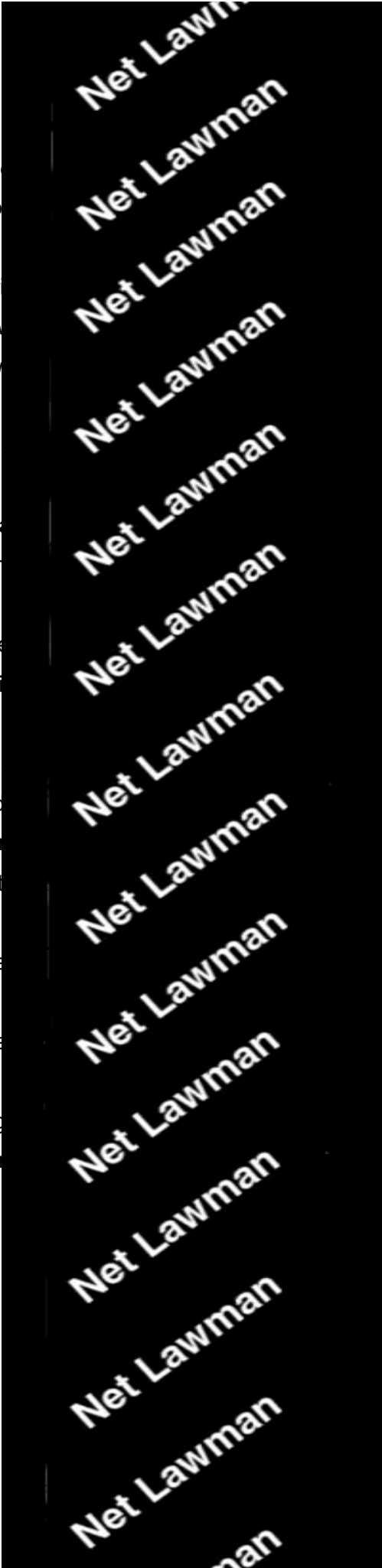
Staff

company” as the employer.
all employers, so you may
ch and replace “Company”
ouncil”, “Organisation” or
ganisation. Full notes are



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This contract is dated

Your employer is:

pany" or "we / us")

Your employer's address:

You are:

Your address is:

The contract terms are:

1 Start and continuation

1.1 Your employment

started on [date].

1.2 [Previous part of your

on [date] to [date] counts as with the Company]

2 Trial period

2.1 Your employment for that time your employment

[3] months. If at the end of your work we shall tell you

2.2 If during our trial period we may terminate your employment with one week's notice

we are dissatisfied with your work one week's notice. If you wish to extend the trial period you must give us one

2.3 The Company may terminate your employment if necessary

the trial period if thought

3 Job title

3.1 Your job title

4 Job description

4.1 Your main duties

include the following:

4.1.1 Professionalism

required, as a priority at all

4.1.2 Enthusiasm

politeness and courtesy at all times where required;

4.1.3 Manner

presentation and hygiene,

- 4.1.4 Ser...
ope... in general catering
- 4.1.5 Und...
Co... in accordance with the
- 4.1.6 Cle...
Co... in accordance with the
- 4.1.7 Co...
cor... directed and maintain a
service to customers;
- 4.1.8 Res...
cle... and areas are washed and
- 4.1.9 Und...
- 4.1.10 Und...
are... shing of all surfaces and
- 4.1.11 Ass...
pre... er customers have left the
or or duty manager;
- 4.1.12 We...
- 4.1.13 We...
- 4.1.14 Wo... policies and procedures;
- 4.1.15 Wo...
pro... any's health and safety
- 4.1.16 Und...
- 4.1.17 Ca... required.

- 4.2 You now...
a different...
such chan...
of your en...
those now... description or ask you to do
g similar skills and that any
the terms and conditions
perform duties additional to
ken at any time.
- 4.3 Your duty...
with the la... your ability and to comply

5 Place of work

5.1 Your normal right to change

[of work] but we reserve the right to change the address of the above address.

5.2 You agree to use the premises as your principal place of work

and we may reasonably require, including the use of a vehicle, in [25] miles of your normal

6 Hours of work

6.1 Your normal hours of work, excluding [30] hours of overtime, may not exceed

[8.00 pm Monday to Saturday], and your normal working week shall comprise of [40] hours. If the business require this. It is not necessary for [such a requirement.]

6.2 The Workforce Regulations of 48 hours per week have agreed any week

shall not impose an obligation on you to work more than an average of 48 hours per week of this contract, you shall not work more than 48 hours in any week

OR

6.2 The Workforce Regulations of 48 hours per week have agreed any week in any 12 months' work

shall not impose an obligation on you to work more than an average of 48 hours per week of this contract, you shall not work more than 48 hours in any 12 months' work by giving not less than 3 months' written notice

6.3 You will be required to keep a scheme in accordance with the Regulations

keeping or record keeping to ensure compliance with the Regulations

7 Salary

7.1 Your hours of work shall be paid weekly / monthly by cheque / by credit transfer on the last working day of the month.

weekly / monthly by cheque / by credit transfer on the last working day of the month.

7.2 Any work done outside your normal working hours, the provisions shall apply

outside your normal working hours, the provisions shall apply to overtime [provisions].

7.3 You will receive your salary [annually]

by [payment [monthly]/ [quarterly]/ [annually] calculation]

7.4 Your wages will be paid on the [month]

on the month of [month]. We shall pay you



7.5 We reserve the right to deduct from your pay any money overpaid to you or any money you have overpaid to us as a result of your negligence. We agree to this.

7.8 We reserve the right to deduct up to 10% from your gross pay for any stock you have worked, where there is a shortage or stock where you have been negligent.

7.9 On terminating your employment we reserve the right to deduct from your final pay any money due to us for all shortages or deficiencies accrued under clause 7.8 above.

8 Expenses

8.1 You have incurred expenses in the course of your employment without prior agreement with the Company.

OR

8.1 The Company will reimburse you for reasonable expenses incurred by you in your employment.

8.1.1 You must provide receipts or other evidence of actual expenses incurred.

8.2 The Company will not reimburse you for expenses incurred at home at the end of your working day (after 5.30pm) and you live more than [2] miles from your place of work.

8.3 It is a serious breach of contract for you to incur expenses in a fraudulent or dishonest manner. Such action will result in summary dismissal.

9 Holidays

9.1 You are entitled to a number of days of public holiday each calendar year including any public holidays falling on a day which is not a working day.

9.2 The Company will pay you for your public holiday entitlement for your employment in any calendar year (January to 31st December). If you terminate your employment part way through the calendar year, your public holiday entitlement for that year will be assessed on a pro-rata basis. Your final salary due to you on termination of your employment will include any public holiday entitlement in excess of that which you have taken.

9.3 You must give notice of your intention to take any public holiday at least 28 days in advance.

to deduct from your pay any money overpaid to you or any money you have overpaid to us as a result of your negligence. We agree to this.

to deduct up to 10% from your gross pay for any stock you have worked, where there is a shortage or stock where you have been negligent.

we reserve the right to deduct from your final pay any money due to us for all shortages or deficiencies accrued under clause 7.8 above.

without prior agreement with the Company.

reasonable expenses incurred by you in your employment.

or other evidence of actual expenses incurred.

at home at the end of your working day (after 5.30pm) and you live more than [2] miles from your place of work.

in a fraudulent or dishonest manner. Such action will result in summary dismissal.

each calendar year including any public holidays falling on a day which is not a working day.

January to 31st December]. If you terminate your employment part way through the calendar year, your public holiday entitlement for that year will be assessed on a pro-rata basis. Your final salary due to you on termination of your employment will include any public holiday entitlement in excess of that which you have taken.

at least 28 days in advance.

with the Company
be able to

notice than this, we may not

9.4 No more than
permission

en at any one time unless

9.5 Holidays you
entitlement

nted as part of your holiday

9.6 A day's holiday
weekly wage

paragraph is 1/5th of your

9.7 For part of your
1/12th of your
service during

ment will be calculated as
each completed month of

9.8 You may return
written confirmation

ear to the next without prior

OR

9.8 You will be
holiday year

five days holiday from one

9.10 On termination
accrued and
either of us
lapse and
date.

day entitlement which has
any period of notice given by
the holiday entitlement will
accrued but not taken at that

9.11 If you take
Company

t, then you agree that the
from your final wage.

10 **Sickness or other**

10.1 If you are
us of the reason
as reason
to tell us of
failure to
disciplinary

any reason you must inform
uration as early in the day
your behalf must continue
a medical certificate. Your
noted in your record as a

10.2 If you are
days (including
Further medical
absence.
the cause

injury for more than three
s with a medical certificate.
ed to cover any continued
unless it specifies legibly

10.3 Immediate
form stating

complete a self-certification
absence, including details

of sickness
calculating
explanatio

this information for
t. You agree to give a full

10.4 You agree
to undergo
our exper
practitione
matters w
to work or

you are absent from work,
believe are appropriate (at
authorise any medical
e Partners any reports and
prevent you from returning
ctively.

10.5 Provided
absence r
periods of
days in ag
discretion.

terms relating to sickness
be paid your normal pay for
um of [number] working
ditional sick pay is at our

OR

10.5 The Comp
through si

you while you are absent

10.6 For absen
statutory s

ate, you are entitled only to

10.7 Payments
any state
the period
we pay yo

ay and will be reduced by
to receive. After the end of
g days" must elapse before

10.8 In any cas
in respect
agree to p
the Comp
of your ab

nsation against a third party
be absent from work you
any for losses incurred by
enefits during the period

11 Retirement

11.1 The policy
of 65.

nd women retire at the age

11.2 Your emp
that age w

terminate when you reach
e notice.

11.3 Under sp
employe
employe
not alter th

allowed to continue in
decide to continue your
ularly. The decision will
pany.

11.4 The decision upon a salary advisor each retention status

retirement age will depend on the Employer's medical needs in the job provided such as the needs of other members of

12 Pension

12.1 The Company Pension Scheme provides a benefit which is obliged to

bring out certificate under the terms of employment. The Company is a member of a scheme where we are legally obliged to

12.2 The Company employs a stakeholder pension law. A contract since 1975 is [n

scheme applicable to your access to a designated stakeholder pension required to do so by the Social Security Pensions Act 1975.

OR

12.2 These are

pension scheme.....

13 Private medical

13.1 Your job includes private medical insurance

for private medical expenses

14 Confidentiality

14.1 It is a condition of employment not to disclose to any third party confidential information relating to the business,

you do not use divulge or disclose (in or out of business of any sort) any confidential information relating to the

14.2 This restriction applies to you but does not apply to your employment

after your employment has ended you are not to disclose in the course of



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