



CHECKLIST – EMPLOYMENT CONTRACTS

Has the following been included at a minimum:	Yes/N/A
1. The full name of the employer and the employee	
2. The employer's address/place of business	
3. The place/places of work at which the employee will work	
4. The title of the job/nature of the work the employee will be expected to carry out	
5. The date of commencement of employment	
6. If the contract is temporary the expected duration of the contract/the date on which it will expire	
7. The rate of pay/method of calculation of pay	
8. When the salary is payable e.g. monthly/weekly etc	
9. Any terms and conditions that relate to the employee's hours of work including overtime	
10. Any terms and conditions that relate to paid leave (e.g. annual leave)	
11. Any terms and conditions relating to sick leave and pension schemes	
12. The period of notice the employee is required to give and entitled to receive to end the contract of employment	
13. A reference to any collective agreement which may affect the employee's terms and conditions (if this applies)	
14. A reference to any grievance or disciplinary procedures	
The following should also be considered and included where relevant:	
15. If a probation period is required and how long it should be	
16. Whether garden leave provisions should be included in respect of termination of the employment	
17. Whether the ability to pay the employee in lieu of notice would be useful	
18. Whether a clause concerning times of lay off or short term working would be useful and what will happen pay during these times	
19. Restrictive covenants – do you need to restrict the employee after employment in terms of working with competitors and soliciting clients and employees	

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