



All employees have an employment contract with their employer. A contract is an agreement that sets out an employee's conditions, rights, responsibilities, and duties. These are called the 'terms' of the contract. Employees and employers must stick to a contract until it ends or until the terms are changed, usually by agreement between the employee and employer.

Contract terms

The legal parts of a contract are known as 'terms'. An employer should make clear which parts of a contract are legally binding.

Contract terms could be:

- in a written contract, or similar document like a written statement of employment
- verbally agreed
- in an offer letter from the employer
- in collective agreements (negotiated agreements between employers and trade unions or staff associations)

Collective agreements

An employer may have an agreement with employees' representatives that allows negotiations of terms and conditions like pay or working hours. This is called a collective agreement.

The terms of the agreement could include:

- how negotiations will be organised
- who will represent employees
- which employees are covered by the agreement
- which terms and conditions the agreement will cover

Written statement of employment particulars

An employer must give employees a 'written statement of employment particulars' if their employment contract lasts at least a month or more. This isn't an employment contract but will include the main conditions of employment. The employer must provide the written statement within 2 months of the start of employment.

What a written statement must include

A written statement can be made up of more than one document. If this does happen, one of the documents (called the 'principal statement') must include at least:

- the business's name
- the employee's name, job title or a description of work and start date
- how much and how often an employee will get paid
- hours of work (and if employees will have to work Sundays, nights or overtime)
- holiday entitlement (and if that includes public holidays)
- where an employee will be working and whether they might have to relocate
- if an employee works in different places, where these will be and what the employer's address is

As well as the principal statement, a written statement must also contain information about:

- how long a temporary job is expected to last
- the end date of a fixed-term contract
- notice periods
- collective agreements
- pensions

The written statement doesn't need to cover the following (but it must say where the information can be found):

- sick pay and procedures
- disciplinary and dismissal procedures
- grievance procedures



Working abroad

If an employee has to work abroad for more than a month, their employer must state:

- how long they'll be abroad
- what currency they'll be paid in
- what additional pay or benefits they'll get
- terms relating to their return to the UK

This information can be given to the employee in a separate document.

An employer may send an employee to another country in the European Economic Area (EEA). In this situation employees must get the terms and conditions that are the legal minimum in that country for working hours and rest breaks, holiday entitlement and minimum pay (including overtime).

Problems with a written statement

If an employee has a problem receiving their written statement, they could:

- 1.** Try to solve the problem with their employer informally.
- 2.** If this doesn't work, take out a grievance against their employer.
- 3.** Take a case to an employment tribunal as a last resort. The tribunal will decide what the employment particulars in the statement should have been.

Compensation

If an employee wins a case about another issue, the tribunal may award compensation if there's been a problem with their written statement as well.

Compensation can be 2 or 4 week's pay although there's a limit on how much a tribunal will award for a week's pay.

**A) Read the clues and write the words. Find the secret word by putting the grey letters in the right order.**

1. The act of telling your employer that you are leaving your job is:

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2. A decision or arrangement, often formal and written, between two or more groups or people is:

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3. A person or organization that provides work for people is:

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4. A building or room where people perform their jobs is:

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5. Money paid to someone for something that has been lost or damaged or for some problem is:

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6. A fixed amount of money agreed every year as pay for an employee is:

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Secret Word:

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B) Tick ✓ 5 fundamental elements for employment contracts

1. Company Strategy	
2. Wages	
3. Boss' name	
4. Benefits	
5. Working hours	
6. Training programs	
7. Company details	
8. Common intention	
9. Health and Safety rules	
10. Type of job	

C) Match the word or expression... ... to the proper synonymous

1. Public holidays	a. Follow
2. Stick to	b. Worker
3. Entitlement	c. National vacation
4. Trade unions	d. Workers' syndicate
5. Employee	e. Right