



## **GUIDE TO EMPLOYMENT FOR EMPLOYEES**

If your employer has treated you unfairly, you have been unfairly dismissed or discriminated against at work, it is important to get legal advice as the earliest possible opportunity. Generally, the longer you leave a problem the harder it is to solve. We can help to explain your options, determine whether you have a case against your employer, help you decide whether the case is worth pursuing and explain what steps to take.

### **Details you will need to provide us with**

- Length of time you have worked for your employer
- How much you earn
- Your Contract of Employment and Job Description
- Details of your problems at work
- What events have led to your current situation
- Any relevant documents that you have or that are not in your possession
- What you have done so far to try to resolve the matter

### **Sorting problems out internally**

- If possible you should try to sort out your problem through internal company grievance procedures to allow matters to be sorted out quickly.
- This also makes it more likely that an employment tribunal will hear your claim if you have tried to resolve the matter internally. You can either do this directly or we will write to your employer on your behalf.
- If you can reach an agreement with your employer without going to a tribunal, this can be recorded in a "compromise agreement". This is a legal document which confirms the terms of the settlement you have agreed, in exchange for which you will give up your legal claim against your employer.

### **Employment Tribunals**

- If you are unable to resolve matters internally, it may be necessary to take your case to an employment tribunal.
- If you do take matters to a tribunal, there is normally a deadline of 3 months from the date of the events you are complaining about. In special cases this is extended and if your claim is about redundancy payments, you have six months to take it to the tribunal.
- An employment tribunal is chaired by a lawyer and made up of two independent 'wing' members with experience of employment relations.
- The tribunal will weigh up all the evidence, consider the law and decide whether your claim against your employer is justified.
- They will take into consideration what policies/procedures your employer has for dealing with problems at work, what steps you and your employer have already taken to try to resolve the problem and you and your employer's behaviour throughout the time you were employed.
- Tribunal hearings are normally completed in a day. Decisions are made by majority vote and most are announced immediately.
- Tribunals have the power to award you compensation or sometimes to give you your job back if you are claiming unfair dismissal.

THE ABOVE IS ONLY A GUIDE AND IF YOU HAVE ANY FURTHER QUESTIONS  
PLEASE CONTACT JAMES WOOD ON 01747 852377 OR EMAIL HIM AT:  
[j.wood@rutterslaw.co.uk](mailto:j.wood@rutterslaw.co.uk)