



GUIDE TO EMPLOYMENT FOR EMPLOYERS

The impact of employment protection legislation is becoming ever more serious for all employers. The interaction of EC Directives and Human Rights legislation on top of ever changing employment legislation creates a minefield for all employers.

The employer owes an employee a number of obligations and duties. Some of these are read into a contract of employment by obligation of law (implied terms), others are specifically recorded. An example of an implied term is the obligation of mutual trust and confidence between employer and employee.

Common problems that may occur in an employment relationship and that we are able to provide advice on are as follows:

- Equal opportunities which consists of non discrimination on the basis of sex, age, gender, race or disability.
- Employee rights – notice of leave or redundancy, pensions or parental leave.
- Pay and Tax and the Minimum Wage. This includes Tax and National Insurance contributions and VAT registration with the Inland revenue
- Hours of work which covers the Working Time Directive and Sunday opening.
- Health and Safety issues. Employers owe their employees a duty of care and should carry out risk assessments for certain areas of work. Employers should be registered for Health and Safety purposes and have Liability Insurance in the event that any accident should occur.
- National Insurance contributions and record keeping of contributions made.
- Statutory sick pay, the length of time sick pay is payable and the employee's return to work.
- Statutory maternity pay, the period of time permitted for maternity leave and the employee's return to work.
- National Minimum Wage – how the minimum wage is determined and how much is payable, the type of employees it may affect and the need to keep records. There are also enforcement procedures if the minimum wage is not paid to employees.
- Disciplinary procedures.
- Attendance at work to include rest periods.
- Disagreements over holiday entitlement.
- Time off for training, dependants and sickness.
- Notice periods.
- The employer's rights upon redundancy.
- Part time workers.
- Equal pay and terms of employment.
- Industrial training levies.

- Employer's Liability Insurance.
- Particulars of employment.
- Trade Union recognition
- Suspension of employee procedures
- How to tackle bullying in the workplace.

**THE ABOVE IS ONLY A GUIDE AND SHOULD YOU HAVE ANY FURTHER QUESTIONS
PLEASE CONTACT JAMES WOOD ON 01747 852377 OR E-MAIL HIM AT:**

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