

	Meeting (No)	Policy Committee (4)
	Date	18.12.2018
	Document	Ref No
	Update of staff contracts	PO4/59

Background and Information

Policy committee have agreed for a new HR consultant (18.09.18 item 32)

As part of their service the consultants wish to update all staff contracts.

In respect of launching the updated contracts we have taken the information provided by you and entered these in to updated templates so there are no fundamental changes to the T&Cs of employment. When you do launch their new contracts, you are advised to issue them with the attached letter. Additional clauses are those that were not in their prior contract and are self-explanatory:

- Termination without giving notice
- Garden Leave
- Working Time Regulations
- Other employment
- Post Termination restrictions
- Lay Off/Short Time Working

When the updated staff contracts are launched, staff will be issued with an introduction letter:

Dear [name]

Re: Updated Contracts of Employment

We have a duty as your employer to keep your contracts of employment up to date with current employment legislation, and these have not been reviewed for some time. As employment law is a specialist area, we have taken on the professional support services of Elcons Employment Law Consultants Limited to assist us with updating your contracts.

We have now updated your contract and enclose herewith two copies of your Statement of Main Terms of Employment and Employee Handbook.

The enclosed documents are intended to set out rights and responsibilities of the employer and employee, this being a combination of good practice and current employment legislation.

The contracts and handbooks are:

- intended to set out rights as employees which you already enjoy under the legislation;
- intended to ensure that we, the employer, are able to comply with regulations to which we are subjected, and finally;
- intended to set in place good practice and discipline.

Feel free to raise any questions or concerns which you may have. If you are happy with the content you should sign the documents where indicated and return one copy by (insert date) to your Line Manager/Director.

Yours sincerely Date.....

I have read and I understand the current Employee Handbook. I accept that it forms part of my Contract of Employment except where the contrary is expressly stated and I will keep myself informed of its contents.

The Employee Handbook is available to all staff and is usually kept in the office.

Employee signature..... Date.....

Recommendation

That delegated authority be provided to the Council Manger in liaison with the Chair of Policy (HR) committee to approve updates of staff contracts of employment for implementation

A Kunaj

Council Manager