# Employment Contracts

A legal agreement between employee and employer setting out rights, responsibilities of both employer and employee and duties. It also includes;

* Working hours
* Pay
* Start / end date if applicable
* Holiday benefit
* Pension

Employee’s responsibility to ensure they receive a contract of employment. A contract of employment can be given in a number of different ways;

* Written contract
* Employee handbook or company noticeboard
* Spoken agreement with employer
* Offer of employment letter

Does not have to be in writing, however, most employers will provide you with a written contract as legally they must provide a written statement detailing your main employment terms within eight weeks of commencing employment.

Having a written contract can help avoid disagreements in the future and also helps you understand your employment rights. It is often supported by a staff handbook, which details things like;

* Grievance procedure
* Disciplinary procedures
* Staff rules

You and employer are bound by contract until it ends or (end of contract or you giving notice) or until terms are changed (in agreement between you and employer).

# Types of Contract

Permanent – no end date, will terminate when one party gives notice to the other

Fixed Term – where you are employed to work for a fixed period of time, after this period, the contract may or may not be renewed

Secondment – where you are assigned to a different role for a fixed period of time. To broaden experience, develop career or cover a post

# Employment Status

There are three different types of employment status; - students to research each one (including their rights under this status) and feedback using PowerPoint presentation

## Worker

Have a contract to undertake work for a reward

Work should be available to them for duration of contract

Entitled to certain employment rights including;

Being paid minimum wage

Protection against unlawful deduction from wages

Statutory minimum level of paid holiday

Protection against unlawful discrimination

Not treated less favourably if they work part time

## Employee

Employees are workers, however, have a larger range of employment rights, which as well as the above, include;

Statutory sick pay

Maternity, paternity and adoption leave and pay

Right to request flexible working

Minimum notice period if employment will be ending

## Self Employed

Not generally covered by employment law, except for some things like health and safety. Rights and responsibilities are determined with the person’s contract with their client.