

APPENDIX A

GUIDANCE ON EMPLOYMENT TERMS AND CONDITIONS

1. Terms and conditions

Learners should be given an employment contract within the first 8 weeks of employment.

The following must be included in the contract:

- Name and address of employer
- Name and address of employee
- Date of commencement
- Job title and location (if applicable)

A signature is required from the employee once they have had time to read and understand the contract.

Areas which must be covered

1. Hours per week and working days.
 - 16 – 18 years – must only work a maximum of 8 hours per day (not including lunch hours and tea breaks) to a maximum of 40 hours per week.
 - 19+ - can agree to work more than 40 hours per week as paid overtime.
2. Wages
 - All Learners must be paid **more than £85.00** per week through your PAYE scheme.
3. Allowance for breaks/lunch and when these should be taken or with whom they should be arranged.
4. Probationary period.
5. Holiday entitlement, the holiday year, and notice required.
6. Person to whom employee is directly responsible and the line of communication in cases of enquiry, problem or complaint.
7. Sick pay arrangements and action required by employee in cases of sickness or other unscheduled absence.
8. Disciplinary, grievance and appeals procedure.
9. Notice required by both parties for termination of employment.
10. Health and safety policy, accidents at work and related procedures.
11. Maternity and paternity provision

It may also be useful to indicate at what interval the employee can expect formal feedback on their performance, i.e. appraisal, review, training and development. If there is a particular union recognised this should be indicated.

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