

Work Avenue HR Services: Employers' Check List

About to employ someone? Things to think about...

Area	Key Points	How can the Work Avenue HR Services team help?
Making a job offer	<ul style="list-style-type: none"> • Job offer should be given and accepted in writing (email is fine) • Sets out the key terms of the role and constitutes part of the employment contract • Informs the employee what they need to do to accept the role e.g. provide reference details 	We can provide a bespoke or template job offer letter
Contract of Employment	<ul style="list-style-type: none"> • You must give your employee a written contract within two months of the date they start working with you • Certain terms and conditions must be included eg. job title, salary, holiday entitlement • Variations to the employment contract must be agreed by employer and employee 	We can provide a bespoke or template contract of employment
Grievance (action brought by employee) and Disciplinary (action brought by employer)	<ul style="list-style-type: none"> • Employees must be informed of the grievance and disciplinary procedure applicable to their employment • It is essential that you follow the correct processes when handling a grievance or disciplinary issue • Follow the ACAS code on disciplinary and grievance to make sure you have discharged your responsibilities correctly 	We can provide a bespoke or template grievance and disciplinary policy, and additional advice
Absence from work	<ul style="list-style-type: none"> • An absence policy should form part of the employment contract and/or staff handbook • In some cases of sickness absence you will be required to pay statutory sick pay • Short term/irregular absences can often be discussed informally • Long term absence requires careful management 	We can provide an individual template absence policy or a staff handbook which includes an absence policy, together with further advice

Annual Leave	<ul style="list-style-type: none"> • Employees have a legal right to annual leave of 5.6 working weeks per year which may include bank holidays. • Annual leave is pro-rated for part time employees 	We can direct you to the right place to calculate holiday entitlement for your employees
Pay & Benefits	<p>You must...</p> <ul style="list-style-type: none"> • Pay your employee at least minimum wage • Have employer's liability insurance • Register as an employer with HMRC • Pay men and women the same amount for doing the same job • Enrol your employee into a workplace pension by the relevant staging date • Pay your employee their regular salary whilst they are on annual leave • Inform new employees of your company's health and safety policy 	<p>Speak to your accountant about registering with HMRC as an employer or sign up yourself online https://www.gov.uk/register-employer</p> <p>See more about staging dates for automatic pension enrolment here https://www.gov.uk/workplace-pensions-employers</p>
Maternity/ Paternity Leave	<ul style="list-style-type: none"> • Entitlement of 52 weeks maternity leave regardless of length of employment • Entitlement of 39 weeks maternity pay dependent on length of employment (six weeks at 90% of weekly earnings, remaining time at a lower level) • Some employees may be eligible for shared parental leave • Fathers may be eligible for 1-2 weeks' paternity leave • All employment rights except pay protected during maternity/paternity leave 	We can provide further information on maternity leave, paternity leave and shared parental leave as individual policies, or as part of a staff handbook
Termination of Employment	<ul style="list-style-type: none"> • Notice periods should be included in the employment contract. The minimum statutory notice period is one week • Employees who have been working for minimum of 2 years can make a claim for unfair dismissal • In all cases of dismissal, ensure that you follow the correct procedure 	We can provide advice on termination of employment related to disciplinary matters or redundancy.

Please note that this is an advisory document only, and is not intended to act as legal advice.
You are recommended to take professional advice according to your business needs.

Performance Management	<ul style="list-style-type: none"> • It is good practice to meet with your employees on a regular basis to discuss their performance and agree objectives for the future • It is advisable to speak to employees about any issues at the time when they arise, rather than waiting for an appraisal meeting 	We can provide information, policies and guidance on performance management
Policies	<ul style="list-style-type: none"> • It is advisable to set out the company's main policies in a staff handbook which is accessible to all employees 	We can provide a staff handbook which includes the main policies and information required
Health and Safety	<ul style="list-style-type: none"> • It is essential to have a Health and Safety policy, which should be shared with employees at the start of their employment as an appendix to the employment contract or in a staff handbook • A breach of health and safety is very serious and can result in imprisonment or a closure of your business 	We can provide a template individual Health and Safety policy, or a staff handbook which includes this policy
Key Employment Legislation	Employment Rights Act 1996 (employer/employee relationship) Equality Act 2010 (discrimination) Employment Act 2008 (grievance, disciplinary and National Minimum Wage)	Information relating to legislation is available online but it is advisable to consult an employment lawyer or HR professional on specific matters

Tariff

Contract of Employment	From £150
Employee Handbook	£500
Consultancy rate	£70/hr £500/day

Contact

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