

## **Guidelines – Contracts of Employment**

### **Introduction**

Cambridge HR Solutions provides advice and guidance to organisations big and small in the private, public and third sectors on all HR matters.

These guidelines<sup>1</sup> are intended to help employers navigate the sometimes complex world of HR.

---

### **Contracts of Employment**

It is good practice to issue employees three core documents which together establishes the contractual and non-contractual obligations of the employer/employee relationship. These are:

**Letter of Appointment\*** – which includes terms and conditions unique to that employee – pay, date of appointment, holiday entitlement etc.

**Statement of Contractual Terms and Conditions of Employment** – which are “generic” and typically apply to all employees.

**Staff Handbook\*** – which sets out your non-contractual company policies and procedures, the bulk of which will be HR-related, but may include health and safety, finance stuff (expenses policies) and so on.

\* Please see our other guidelines on these subjects under [resources](#) on our website.

---

### **Statement of Contractual Terms and Conditions of Employment**

This document sets out the **main** terms and conditions of employment for your employees – in addition to those individual terms set out in your letter of appointment to them.

It typically includes:

#### **1 Introduction**

1.1 Changes in the Terms and Conditions – a statement allowing you to make reasonable changes to these terms.

1.2 Precedence – confirming that if there is a conflict between these terms and the letter of appointment, the letter takes precedence.

1.3 Definitions – a list of terms and their definitions.

**2 Before Joining the Company** – the obligations an employee has, to allow you to undertake any pre-employment screening and vetting.

**3 Joining the Company** – the conditions of joining the organisation, right to work in the UK, confirmation of certificates etc., and the specific conditions around probationary periods, changes to duties and work schedules and employment status – part-time, full-time.

---

<sup>1</sup> These are for information only. We therefore regret that we cannot be responsible for any loss you may suffer as a result of any omission or inaccuracy, and we encourage you to seek advice accordingly.

## Cambridge HR Solutions Limited

7 Parkway, Shudy Camps, Cambridge CB21 4RQ

T: 01799 585 024 M: 07971 642 481

[www.cambridge-hr.com](http://www.cambridge-hr.com)



- 4 Pay and Benefits** – when and how salaries are paid, holiday entitlement and booking arrangements, public holidays, sickness reporting and entitlement to sick pay.
- 5 During Your Employment** – statements which define your and your employees' obligations as they relate to:
  - 5.1 Exclusive Service
  - 5.2 Ethical Standards and Conflicts of Interest
  - 5.3 Confidential Information
  - 5.4 Intellectual Property
  - 5.5 Contact with the Media, Publications and Speeches
  - 5.6 Disability
  - 5.7 Security Checks
  - 5.8 Drug and Alcohol Abuse
  - 5.9 Right to Suspend With or Without Pay
  - 5.10 Short-Term Working
  - 5.11 Disciplinary and Grievance Procedures
  - 5.12 Garden Leave
  - 5.13 Prior Agreements
  - 5.14 Collective Agreements
- 6 Leaving the Company** – the specific arrangements which define mutual obligations on leaving employment, which may include statements on:
  - 6.1 Notice Periods
  - 6.2 Pay in Lieu of Notice
  - 6.3 Restrictive Covenants
  - 6.4 Recovery of Education and Training Costs
  - 6.5 Return of Company Property
  - 6.6 Right to Terminate Employment Without Notice

**It is good practice to review your policies and procedures on a fairly regular basis, to ensure that gaps and omissions which typically arise following the resolution of employee relations difficulties can be closed quickly.**

**For more information, or if you have any questions, do please drop us an [email](#).**