

Factsheet 6: Employer Information #1

As an employer, there are legal obligations that you are required to fulfil in respect of the staff you employ. These include the terms and conditions of employing your personal assistants, and your legal obligation to pay PAYE Tax and National Insurance Contributions, if applicable.

CONTRACT OF EMPLOYMENT

It is a requirement that a contract of employment is jointly signed by yourself as employer and by your employees. This contract will define both terms and conditions of employment and your employer duties and responsibilities. If a grievance occurs, reference to the contract can help to resolve any employment disputes. The Rowan Organisation can provide sample contracts, and you can receive support from your Independent Living Adviser.

The Contract should include:

- Employer & Employee names
- Place of Work & Hours of Work
- Conditions of work, including basic pay rate, weekend rate, unsocial hours rate, and definitions of these
- Holiday entitlement
- Business mileage travel expense rate
- How and when wages are paid
- Lay-off clause
- Job Description —defining the personal assistance required
- Employer's Responsibilities —ie wages, PAYE, NIC, Pension
- Grievance Procedure
- Notice of Termination

The Rowan Organisation has created a sample contract of employment and an Employee Handbook which can be customised to suit your own particular requirements. The samples have been through legal and independent scrutiny. You can discuss these aspects with your Independent Living Adviser.

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