

Checklist Of Information To Be Given To An Employee

CHECKLIST OF INFORMATION TO BE GIVEN TO AN EMPLOYEE

When an employee joins a company, it is essential to give them certain information. It is a legal requirement in some countries, however irrespective of the jurisdiction, it is best practice to give the following information. This checklist is a handy tool to have to know which information are the most relevant and essential to be given to an employee.

In A Single Document	In Writing	In An Accessible Document
Employer's name		
Employee's name		
Employment start date	Period of employment (if not permanent)	Notice periods each way (in an accessible collective agreement)
Start date of continuous employment	End date of employment (if for a fixed term)	Sickness absence
Pay (scale, rate or calculation method)	Collective agreements directly affecting employment (and parties, if the employer is not one of them)	Any sick pay provisions
Pay intervals	Whether a contracting-out certificate is in force	Details of pension and pension scheme membership
Hours of work (including normal working hours)	Who to appeal to against disciplinary decisions or dismissal	Applicable disciplinary rules
Holidays, public holidays and holiday pay (enough for precise calculation)	Who to bring a grievance to and how it should be brought	Disciplinary or dismissal procedure
Job title or a brief description of duties	For employees required to work outside the country where the main company is located for more than one month: the period to be worked outside the country; the currency they will be paid in during this period; any additional pay or benefits payable for working outside the country; and terms and conditions about their return to the country	Disciplinary or dismissal appeals procedure
Place of work (or an indication that employee will have various different places of work plus the employer's address)	Grievance appeals procedure	

Include in the principal statement:

- the names of the employer and employee
- the date when the employment began
- the date on which the employee's period of continuous employment began taking into account any employment with a previous employer which counts towards that period
- the scale or rate of remuneration or method of calculating remuneration applicable (as at a specified date not more than seven days before the statement)
- the intervals at which remuneration is paid (ie weekly, monthly or other specified intervals) (as at a specified date not more than seven days before the statement)
- any terms and conditions relating to hours of work (including any terms and conditions relating to normal hours of work) (as at a specified date not more than seven days before the statement)
- any terms and conditions relating to holidays including public holidays and holiday pay (the particulars given being sufficient to enable the employee's entitlement, including any entitlement to accrued holiday pay on the termination of employment, to be precisely calculated)
- the title of the job which the employee is employed to do or a brief description of the work for which the employee is employed
- either the place of work or, where the employer is required or permitted to work at various places, an indication of that and of the address of the employer

Provide these written particulars (as at a specified date not more than seven days before the state-ment) either in the principal statement or in a supplementary statement also provided within the first two months of employment:

- any terms and conditions relating to incapacity for work due to sickness or injury, includ-ing any provision for sick pay
- any terms and conditions relating to pensions and pension schemes (unless the per-son's pension rights depend on the terms of a pension scheme established under any provision contained in or having effect under any Act, and such provision requires the body or authority to give to a new employee information concerning the employee's pen-sion rights or the determination of questions affecting those rights)

- the length of notice which the employee is obliged to give and entitled to receive to terminate his contract of employment
- where the employment is not intended to be permanent, the period for which it is expected to continue or, if it is for a fixed term, the date when it is to end
- any collective agreements which directly affect the terms and conditions of the employment including, where the employer is not a party, the persons by whom they were made
- where the employee is required to work outside the country of his main employment for a period of more than one month:
 - the period for which he is to work outside the country of his main employment
 - the currency in which remuneration is to be paid while he is working outside the country of his main employment
 - any additional remuneration payable to him, and any benefits to be provided to or in respect of him, by reason of his being required to work outside the country of his main employment, and
 - any terms and conditions relating to his return to the country of his main employment
- a note specifying (by description or otherwise);
 - a person to whom the employee can apply if dissatisfied with any disciplinary decision relating to him or any decision to dismiss him
 - a person to whom the employee can apply for the purpose of seeking redress of any grievance relating to his employment
 - the manner in which any such application should be made
- a note stating whether there is in force a contracting-out certificate stating that the employment is contracted-out employment

Include either in the principal statement or in a supplemental statement also provided within the first two months of employment a note either specifying these particulars or referring the employee to a document containing them which is reasonably accessible to the employee:

- any disciplinary rules applicable to the employee
- any procedure applicable to the taking of disciplinary decisions relating to the employee, or to a decision to dismiss the employee
- an explanation of any further steps consequent on any such application