

CONTRACT OF EMPLOYMENT

The law says that every employee must be given a contract of employment within 13 weeks of appointment. This is a written document signed by the employer and employee. It gives details of rates of pay, hours of work, holidays and the amount of notice that must be given if the worker wants to leave or the employer wants to make the worker redundant, for example.

David Edwards was appointed as a machine operator at NAW Enterprises Ltd, a company that makes metal components for the electronics industry. He was sent a contract of employment to sign.

Read the contract of employment on the next page and then answer the questions below in sentence form. Copy out the question before answering it.

Questions

1. Give THREE conditions of employment mentioned in the contract.
2. What would happen if David Edwards wanted to leave the company, according to the contract?
3. After six months at work his line manager reprimands David Edwards on safety grounds for carrying out a minor repair to his machine. David disagreed. Where might David have found out whether he was allowed to carry out the repair?

Questions based on previous work

4. What is meant by basic pay?
5. What is meant by overtime?
6. What is meant by double time?
7. In addition to his normal hours David Edwards worked 5 hours at time and a half and 4 hours at double time last week. What would his wages have been?
8. Explain the difference between gross and net pay.
9. Under what circumstances can a worker be instantly dismissed (sacked)?

Statement of main terms and conditions of employment

NAW Enterprises Ltd, 14 North Road, Llantrisant Business Park,
Llantrisant, Rhondda Cynon Taff, CF35 6RT

7 September 2002

Mr David Edwards
14 Castle View
Talbot Green
Rhondda Cynon Taff
CF35 6ER

Dear Mr Edwards

I have pleasure in confirming your appointment as a machine operator with effect from 1 September 2002

Pay and hours of work Your wages will be at the rate of £5.80 per hour. Your basic pay per week will be £214.60. Overtime will be paid at time and a half up to six o'clock in the evening Monday to Friday and double time at other times. Your hours of work will be 37 hours. The company reserves the right to choose when you work those hours between 8 am and 6 pm Monday to Friday.

Annual Leave Your annual leave entitlement is 20 working days plus statutory bank holidays.

Notice Your appointment is terminable by 4 weeks notice on either side.

Continuous employment For the purpose of the Employment Protection (Consolidation) Act, the start of your period of continuous service is 1 September 2002.

Disciplinary As an employee of NAW Enterprises Ltd, you are protected by its Disciplinary Policy, a copy of which may be obtained from the Human Resources Department.

Health and Safety at Work Your attention is drawn to the Company's 'Statement of General Policy', a copy of which may be obtained from the Human Resources Department.

Yours sincerely

Mrs Susan James
Human Resources Manager

Form of Acceptance

I hereby accept the appointment mentioned in the foregoing Contract on the terms and conditions referred to in it and return one copy signed

Date Signature