

## Contracts of Employment

A contract of employment is an agreement between an employee and an employer. Your rights and duties and those of your employer are called the 'terms' of the contract.

A contract does not have to be in writing, you are entitled to a written statement of the main terms within two months of starting work. Contracts come in a number of different ways:

- verbally agreed
- in a written contract, or similar document
- in an employee handbook or a company notice board
- in an offer letter from your employer
- required by law
- in collective agreements
- implied terms

A contract is made when you accept a job offer, both sides are then committed to its terms until it is properly ended, by giving notice, or the terms are changed.

The employment rights you have will often depend on whether you are classed as an 'employee', 'worker' or 'self employed' and on the type of contract you have with your employer.

As an 'employee' you automatically have a contract of employment when you accept the job offer, you may not immediately be given a 'written statement of employment particulars' which sets out your terms of employment. This is something you should ask for with your contract of employment, and certainly be in receipt of within two months of starting work. If there is anything you don't understand always ask for clarification.

A written statement of employment **must** include:

- pay
- hours of work
- holiday entitlement
- sick pay arrangements
- notice periods
- information about disciplinary and grievance procedures

Information from [www.direct.gov.uk](http://www.direct.gov.uk)