

**Introduction**

It is important that a contract of employment operates on the basis of goodwill between all parties involved. As required by law, set out below are the terms and conditions of your engagement.

Name of employer:.....

Address of employer:.....

.....

.....

Name of employee .....

Address of employee:.....

.....

.....

Date of commencement of employment:.....

Job Title:.....

Previous service, if any, counting towards continuous employment:

.....

.....

Place of work:.....

.....

**Salary**

Your salary is £.....per annum payable \*weekly / monthly in arrears.

Tax & National Insurance will be deducted from this sum.

A salary review will take place on.....annually.

**Probation Period**

Your employment will be confirmed after a probationary

period of : .....

## **Hours of Work**

The nature of employment in a private household is such that it can be difficult to define hours of work and free time.

However your normal hours of work are :.....

Time off / free days will be\* .....

These hours of work can only be changed by mutual agreement.  
Arrangements to work any extra hours will be agreed in advance whenever possible.

## **Holidays**

You will be entitled to .....week(s) paid holiday per annum.  
Holiday leave times are to be agreed with the employer in advance whenever possible. Pay will not be given in lieu of holiday leave not taken.

Holiday leave may only be carried into the next year with the permission of the employer.

You will be free on all bank holidays, or will be given a day off in lieu by agreement.

You will be paid on a pro rata basis for the first and last years of your employment.

## **Sickness**

You will be paid statutory sick pay as stipulated by the Government's Statutory Sick Pay Scheme.

You should inform your employer as soon as possible when you are unable to work due to sickness.

## **Termination of Employment**

During the first month of employment the notice period given by either party will be one week.

After one month's continuous employment the notice period given by either party will be four weeks.

## **Confidentiality**

It is a condition of employment that now and at all times in the future the employee keeps secret the affairs and concerns of the household, its business and transactions.

## **Pensions**

The employer does\* / does not\* provide a pension scheme.

## **Grievances**

In the event of the employee having any grievances against the employer you should, in the first instance go to.....

## **Discipline**

Reasons which may give rise to disciplinary measures being taken include but are not limited to the following.

Job incompetence.

Causing disruption in the household.

Behaviour prejudicial to the interest or reputation of the employer.

Failure to comply with instructions or procedure.

Unreliable time keeping or attendance.

In the event of disciplinary action being taken the procedure will be:

Firstly: Verbal warning

Secondly: Written warning

Thirdly: Dismissal

Reasons that may give rise to instant dismissal include but are not limited to:

Theft

Drunkenness

Illegal drug taking or substance abuse

Failure to disclose all relevant information at interview

.....  
Signed by \*/ for \* employer

.....  
Signed by employee

\*delete where applicable