

How to Issue Documents to Your Employees

Our Guide for Employers

You need to issue your employee with a contract and a handbook (or access to a handbook at the workplace if they haven't got a copy to take away with them) and you need to do this within 8 weeks of them starting employment with you. New employment law changes are coming in on 6th April 2020 and from this date you will need to issue employees with a contract from **day one** of employment. You need to issue the following to each employee:

Contract of Employment

- Issue two copies of a completed contract of employment to employees
- Ensure that you, the Employer, have signed and dated both copies
- The employee must also sign both copies and return **one** to you
- This should be kept in a safe place – we recommend creating a personnel file for each employee

Employee Handbook

- You need to give all employees access to a copy of the Staff Handbook
- Ideally staff should have their own copy of the handbook to refer to
- If you are not issuing individual copies of the handbook then an up-to-date handbook must be available either on your staff intranet or in the Office

Data Protection Statement

- This is attached to the contract of employment
- This statement explains how the Employer is going to use and retain the employee's data and the employee needs to sign to agree to this
- Issue two copies with the contract of employment
- The employee should sign both copies and return one to you

Working Time Election Form

- In this opt-out agreement the employee has the choice to opt out of the legal working limit of 48 hours per week
- The Employer needs to record the employee's agreement through this form
- This form is attached to the contract of employment
- Issue two copies and both need to be signed by the employee
- One signed copy must be returned to the Employer

Personal Information Sheet

- This is attached to the contract of employment
- Issue one copy
- The copy should be signed by the employee and returned to the Employer

- This is a helpful method of gathering the key information you need about your employee
- The employee is also signing to confirm that it is their obligation to keep the Employer informed of any changes to this information