

Zero Hours Contracts Consultation: Annex

Information that must be stated in a written statement of particulars

- the names of the employer and employee;
- the date employment began;
- the date when 'continuous employment' began (taking into account any relevant employment with a previous employer);
- the scale or rate of remuneration or the method of calculation;
- the intervals at which remuneration is paid (whether weekly, monthly etc.);
- hours of work and any terms and conditions relating to normal working.
- holiday entitlement, including any entitlement to public holidays and holiday pay, such particulars being sufficient to enable the employee's entitlement, including any entitlement to accrued holiday pay on the termination of employment to be precisely calculated
- any sickness and pension entitlements, including the normal retirement age in the employment (other than in the case of a public-sector pension scheme which requires new employees to be notified of its terms);
- entitlement as to notice which the employee is both obliged to give and entitled to receive;
- the job title;
- where the employment is not intended to be permanent, the period for which it is expected to continue or, if it is for a 'limited-term' , the date when or the event on which it is to end;
- the place of work or, where the employee works at different places, an indication of that and of the employer's address;
- any collective agreements which directly affect the terms and conditions of the employee, including, where the employee is not a party the persons by whom they were made);
- details as to any work required outside the Island which will last longer than 1 month, including the duration of such work, the currency in which the employee is to be paid and any additional
- benefits, and any terms and conditions relating to his or her return;
- any disciplinary rules and procedures and a person to whom an appeal can be made if he or she is dissatisfied with any disciplinary decision and how such an application should be made. Alternatively, the statement may refer the employee to a document which is reasonably accessible and which specifies any such rules and procedures;
- a specified person to whom the employee can apply for the purpose of seeking redress of any grievance, how this should be done and any further steps that may be applicable.