

Legislative Requirements

- > 30 pieces of major employment legislation in Ireland

Summary of Employers Obligations

Written details to include:

<ul style="list-style-type: none">• Pay• Payslip• Working Hours	<ul style="list-style-type: none">• Leave• Notice• Record Keeping• Breaks	<ul style="list-style-type: none">• Termination of Employment<ul style="list-style-type: none">– Dismissal– Redundancy– Claims– Lay off / Short Time	<ul style="list-style-type: none">• Policies (<i>within 28 days of starting</i>)<ul style="list-style-type: none">– Grievance– Disciplinary– Bullying / Harassment
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Written Terms and Conditions

A written statement must be provided within two months of commencing employment, to include:

<ol style="list-style-type: none">1. Names of employer & employee2. Employer's address3. Place of work4. Job title / nature of work5. Date of commencement of employment6. If the contract is temporary, the expected duration of employment7. If the contract is for a fixed-term, the date on which the contract expires	<ol style="list-style-type: none">8. Rate of pay or method of calculating pay9. Frequency of pay10. Hours of work, including overtime11. Details of breaks12. Paid leave (other than paid sick leave)13. Details of when you are unable to work due to sickness or injury14. Pension15. Notice periods when ending employment16. Any collective agreements which affect the terms of employment
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Record Keeping

1. Employer registration number with revenue commissioners
2. Full name, address and PPS number for employees (full & part-time)
3. Terms of Employment for each employee
4. Copies of payslips
5. Employees' job classification & general duties
6. Holiday & public holiday entitlements received by each employee
7. Registration of employees <18 years (copy of birth cert; written guardian permission; working hours; breaks; wages).
 1. Provide a copy of Protection of Employees (Young Persons) Act 1996
 2. Display details of the act in a public place
8. Grievance, Disciplinary and Bullying Policies given to employees within 28 days of starting employment (must provide evidence – suggest you issue terms of employment and policies at the same time)

Summary

Information and Records <ul style="list-style-type: none">• obtain, process & retain information and records fairly• ensure employees knows why it's needed	Provide <ul style="list-style-type: none">• written statement of terms and conditions of employment• Correct Pay• Payslips• Correct breaks• Statutory leave• Minimum notice period	Ensure <ul style="list-style-type: none">• Employees work < 48 hours per week• Employees take their min annual leave within the leave year• Grievance, Disciplinary and Bullying Policies in place
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