



STATEMENT OF EMPLOYMENT PARTICULARS

Employers are required by s.1 of the Employment Rights Act 1996 (ERA) to provide a written statement to employees within two months of their employment beginning. The statement must contain certain terms and conditions of employment. It may be given in the form of statement, or as a letter of engagement or contract of employment, either before or after employment starts.

This checklist can be used to ensure that all of the required information is included in a statement of employment particulars.

The following particulars are required in the principal statement:

	Particulars	Tick
1.	The names of the employer and employee.	
2.	The date the employment starts and the date the employee's period of continuous employment began.	
3.	Pay (or method of calculating it) and interval of payment.	
4.	Hours of work.	
5.	Holiday entitlement and holiday pay.	
6.	The employee's job title or a brief description of the work.	
7.	Notice periods.	
8.	Place of work.	
9.	A note stating whether there is a contracting-out certificate in force under the Pension Schemes Act 1993.	

10.	Certain basic information regarding disciplinary and grievance procedures. The full procedure does not have to be included but may be contained in another reasonably accessible document, see below.	
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In practice, the following information is usually given in the principal statement, but it can instead be given in a supplementary statement or statements, provided it is all given within two months of employment starting:

11.	Terms relating to work outside the UK for a period of more than one month.	
12.	Terms as to length of temporary or fixed term work.	
13.	Terms relating to pensions and pension schemes.	
14.	Terms related to collective agreements.	

The following information can be contained in another, reasonably accessible document. However, it is usual for it also to be contained in the principal statement:

15.	Terms relating to sickness absence and sick pay.	
16.	The notice periods for termination by either side.	
17.	Disciplinary and grievance procedures, although certain basic information must be given in the principal statement.	

Although not required by s.1 ERA 1996, the following are examples of other terms commonly found in a principal statement:

18.	Terms relating to company property.	
19.	Terms relating to disclosure of confidential information.	
20.	Post termination restrictive covenants.	
21.	Note on data protection.	
22.	Terms relating to the rights of third parties.	

23.	Note relating to the use of IT or referring to an IT policy.	
24.	Details of other benefits such as health care or company car.	
25.	Retirement age.	



Scrase Employment Solicitors are a specialist employment law firm based in Bristol.

For further information, go to:

www.scraselaw.com

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The information contained in this fact sheet is for guidance only and is not advice. You are recommended to seek competent professional advice before taking any action on the basis of this fact sheet.

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