

Sample Employment Contract



1. Date of Commencement

Your employment will commence on

2. Job Title and Reporting Structure

Your job title will be that of Your normal duties and responsibilities are as set out in the job description, of which you already have a copy. You should be prepared to undertake other relevant duties that may be assigned to you from time to time. You will report directly to the

3. Probationary Period

Your position is part time subject to a probationary period of three months. The probationary period may be extended at the discretion of the but will not exceed six months. During your probation your performance will be monitored and you will be met on a regular basis to advise you accordingly.

4. Place of Work

Your employment will be carried out at

5. Payment Details

You will be paid weekly/monthly byat a rate of € per week, payable one week in arrears, subject to the usual statutory deductions. Your salary will be reviewed yearly

6. Pension

Dependent.....

7. Hours of Work

Your normal working week is hours per week. You may be required to work additional hours at the discretion of the During additional work hours you will be entitled to the statutory rest and break periods. These are unpaid. reserves the right to alter working hours, but any such change will be effected in consultation with you.

8. Annual Leave & Public Holidays

Your entitlement to annual leave is days per annum. As discussed, this must be taken when the service is closed at school holiday times. You are also entitled to statutory public holiday leave as set out in the Organisation of Working Time Act 1997. When a termination of this contract occurs and the paid holidays already taken exceeds the paid holiday entitlement on the date of termination, the Service will deduct the excess holiday pay from the termination pay.

9. Sick Leave/Absence from Work

In the event of absence from work because of illness, injury or other incapacity, you must notify theby on the first day of absence. You are required to contact the directly if possible. Absences relating to illness exceeding three consecutive days must be covered by a registered GP's Certificate. The Service reserves the right to have an employee examined by a Doctor nominated by it.

10. Paid Leave

The Service shall ensure that you will receive your statutory entitlements as set out in the relevant Acts, subject to you meeting eligible criteria, in relation to the following: Adoptive Leave, Carers leave, Force Majeure Leave, Jury duty Leave, Maternity leave and Parental leave.

11. Dress Code

Dependent on service..... Do you have a uniform for example ? if not you can state something along the lines of you are expected to present yourself for work in suitable dress and appearance in a manner appropriate to working in a childcare service.

12. Expense Claims

You will be reimbursed for any out-of-pocket expenses by the centre, incurred in carrying out your duties. Claims should be submitted to thesupported by receipts or other evidence of such expenditure

13. Termination of Contract

The employment contract may be terminated during the probationary period or extended period by one week's notice given in writing by the Service. Thereafter you will be entitled to receive notice of termination of four weeks, If you wish to resign your position you will be obliged to give four weeks notice in writing to the Service.

The Service shall have the right to terminate your employment without notice, if you are negligent or incompetent in the performance of your duties or carry out any act of misconduct, which is prejudicial to the interests of the service.

14. Payment in Lieu of Notice

The Service reserves the right to provide payment in lieu of notice.

15. Lay Off/Short Time

The Service reserves the right to lay you off from work or reduce your working hours, where, through, circumstances beyond its control, it is unable to maintain you in employment. If this arises you will be given as much notice as is reasonably possible prior to such lay-off or short time. You will not be paid during a lay off period.

16. Health and Safety at Work

The Service will take all reasonably practical steps to ensure the health, safety and welfare of employees at work. You must familiarise yourself with our Health and Safety Policy our Safety Statement, fire drill, fire rules, Accident and incident procedures and sign that you have read and understood these. It is your legal obligation to take care of your own safety and that of your colleagues.

17. Confidentiality

Your work may involve the handling of confidential information and material in relation to the children who attend this service, together with their families. You should not disclose or permit to be disclosed any information which concerns any child/children and/or their families to any other person or agency/organisation unless you are required to do so in the context of child protection procedures or as required under legislation.

18. Equal Opportunities

.....is an equal opportunities employer. No employee shall be discriminated against on the grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller Community.

Please sign below your acceptance of your Employment Contract and return to the

I have read, understood and fully accept the Terms of this Employment Contract.

.....
Employee

.....(Block Capitals)
Employer

Date: