

# FUNDAMENTAL OF EMPLOYMENT CONTRACTS

This one-day course gives you an understanding of contract law and how it applies to employment. It takes you through the essential elements of the contractual relationship and looks at the importance of terms of employment from the beginning to the end of the employee-employer relationship. This one-day course builds on a general knowledge of contract law.

## BENEFITS TO YOU AND YOUR ORGANISATION

By the end of the course, you will be able to:

- ⇒ Understand the significance of contract law to the employment relationship
- ⇒ Appreciate the importance of clarity and flexibility in drafting terms of employment
- ⇒ Understand the binding nature of a contractual relationship
- ⇒ Advise on the practical issues to take into account when drafting of amending contracts

## PROGRAMME

- Employment status: who is an employer? Workers, self-employed and agency staff; casual and seasonal workers
- Types of contract: permanent and temporary, part-time and fixed-term; other working patterns
- Entering into an employment contract: job description, person specification, applications; interviews; elements of a contract-offer; acceptance; consideration; intention; withdrawal of offer, misrepresentation; references; illegal contacts
- Understanding contracts: where contractual terms come from contractual and non-contractual terms, the importance of drafting; the need to build in flexibility; the consequences of getting it wrong; reasons for varying a contract
- Contractual terms: express and implied terms; specific terms
  - ✓ Pay, benefits in kind, garden leave, mobility and flexibility, mutual trust and confidence, restrictive covenants, breach of terms
  - ✓ The key elements of an employment contract: written particulars of employment – minimum requirements; express and implied terms; terms incorporated by reference to other documents; restrictive covenants; continuity of employment
- How a contract may be varied: using the contract terms; by agreement (express or implied); by unilateral (imposed) variation; case law examples
- Possible sources of contractual obligations: statutory provisions; express and implied terms; custom and practice; collective agreements; disciplinary procedures
- Transfers and mergers; harmonizing terms after a merger or sale, TUPE or non-TUPE?; consensual variation after TUPE transfer, variation under the old contract; consultation

For more details visit us at [www.legalintegrity.in](http://www.legalintegrity.in) OR email us on [contact@legalintegrity.in](mailto:contact@legalintegrity.in)