

Contract of Employment

Parties:

Employees name and Address:

Organisation Name: (hereinafter called “the company”)

Category:

You will be employed as a beginning on day of 200.

You will be required to be flexible in this position and must be prepared to undertake other such work as may be assigned to you by the company from time to time.

Such work can be outside the area of your normal duties as the company may require.

Probation:

You will be employed on probation for a period of 6 months. This period may be extended at the company’s discretion but will not exceed 12 months.

Termination of this agreement within the probationary period shall be at the discretion of the company.

Place of Work:

You will normally be required to work at , but you may be asked to work at the premises of other organisations as the employer may require.

You will be given as much notice as is reasonably possible prior to any change.

Hours of Work:

Your normal working week will be X days, Monday to Friday.

Your normal working hours will be from *** to ***. The company reserves the right to change these working hours. You will receive as much notice as is reasonably possible prior to any change.

There will be an unpaid meal break of *****.

You may be required to work overtime depending on the requirements of your work and at the discretion of management. Where possible you will be notified in advance.

Remuneration:

Your rate of pay will be. This is subject to statutory and other agreed deductions.

You will be paid weekly/monthly in arrears.

You will be paid by cheque, credit transfer, cash.

Payment for overtime will be. You may receive time off in lieu instead of payment for overtime.

Absence:

In the event of absence from work you are required to contact the company within 2 hours of the designated starting time. A certificate from a qualified medical practitioner must be submitted on the third day of continuous absence and on a weekly basis thereafter. The company reserves the right to have you examined by its own medical practitioner.

Annual Leave:

The company's holiday year runs from 1st January to 31st December.

Your holiday entitlements shall be X working days and shall be given in accordance with the provisions of part III of the Organisation of Working Time Act, 1997.

No more than 2 weeks can be taken together at any one time. The final decision in allocating annual leave dates rests with the management.

Your entitlement to leave for public holidays shall be in accordance with the terms of part III of the Organisation of Working Time Act, 1997.

Retirement and Pensions:

Normal retirement age for employees is 65 years

Access to a PRSA scheme is provided through...

Notice:

Except in circumstances justifying immediate termination of your employment by the company you will be entitled to receive the appropriate period of notice set down in the Minimum Notice and Terms of Employment Acts, 1973-2001.

You will be required to give the company X week's notice of termination of your employment.

Secrecy and Integrity:

You will agree not to disclose to third parties any confidential information either during or subsequent to the period of employment.

Employee Manual:

The company is committed to providing a safe and positive working environment for all employees. To achieve this objective, the Company has constructed an Employee Manual which contains details on all company policies, procedures and regulations.

It is essential that all employees read and understand all the policies, procedures and regulations contained in it. Following the policies in this manual is a condition of continued employment and any breaches will be the subject to disciplinary action up to and including dismissal.

Grievance and Disciplinary Procedure:

In the interest of fairness and justice, and to ensure the proper conduct of business, certain provisions to deal with matters of grievance and discipline are necessary.

If you have any grievance which you consider to be genuine in respect of any aspect of your employment, you have a right to a hearing by management as set out in the formal grievance procedure in your employee manual.

The company hopes that it will not be necessary to dismiss you. Infringement of any term of this contract or of established company rules, policies and procedures as laid out in your employee manual can lead, following warnings, to dismissal.

Declaration:

I accept and agree to all of the above terms and conditions of my employment.

Signed _____
Employee

Date _____

Signed _____
For the Company

Date _____