



July 2018 Update

Welcome to this month's update - where we discuss the latest legislation and guidance.

In this month's edition, we report on:

- HR Tips – Getting the Right Fit
- Onboarding and Induction
- Calculating Holiday Entitlement

HR Tips – Getting the Right Fit

Unfortunately, many companies do not have a clear idea of their own aims and goals before they recruit new staff members for a role. Agreeing the culture and ethos of your business with board members and the kind of employee you are looking for, is vital.

You need to make sure the contract or employment terms you plan to offer, meet or exceed all necessary legal requirements and that you build in as much flexibility as possible into the duties you need the new employee to do.

Write job descriptions and objectives correctly. They allow you to set out what you expect your employees to do. Make sure the contract builds in an ability to vary their job description and make it clear it is not a contractual term. Job descriptions shouldn't be too vague, they should detail the roles and responsibilities of an employee accurately enough that they understand exactly what is expected of them.

Many employers fail to realise even the minimum legal requirements for employment documentation. This includes an employment or contract, a disciplinary and grievance policy, and a written Health and Safety policy if they employ five people or more.

Employers: As a small business, you may not have an HR team, we can help make sure your standard employment contract is compliant with employment law.

Contact us: We offer a review of employment contracts for a fixed fee and provide the documentation you need.

Onboarding and Induction

For most employees, starting a new job allows them to progress and learn new skills. Many employers do not plan the induction process and a training and review process. This is vital to how successful your new employee gets up to speed and can then start adding value to your business.

Induction, with a clear, challenging, attainable improvement and promotion pathway, you allow your business to retain staff and avoid the costs of losing that employee, as expectations may be different, or the employee does not make it through their probation period.

Set realistic targets which are reviewed during the probationary period. Short periodic or interim reviews which may be shorter than an annual appraisal and more meaningful. Make the right training courses available and speak to your employees, to find out what training they feel they need. Shorter periodic reviews allow you and your managers to see if employees have met key objectives, to allow them often to progress quicker to the next level of job responsibility.

Once you have recruited a new team member, you need to have a process for introducing them to the company and helping them understand the tools and processes they need to perform their job. Explaining your business philosophy and goals from day one is vital to ensure new employees understand the company's ethos. Inductions need to be structured and consistent. Inductions can be tailored to job roles or level's but should all have the same basic format.

Don't be tempted to skip the induction stage. A good induction process assists in making an employee feel welcome and have a good feeling about their employer, allowing them to add value to the business at an earlier stage. Ideally, it should ease a new starter in over a couple of days.

Employers: Make sure you have a structured induction process with objectives and reviews during the probationary period.

Contact us: We can assist with training your managers on induction or help your business with the induction process.

Calculating Holiday Entitlement

One of the top HR issues our clients ask us about is holiday entitlement, particularly for those who don't work full time hours. Clients need clarification on how to calculate holiday/bank holiday entitlement for part timer employees, or how much holiday casual workers should accrue and how to record it.

Top Tip: Treat part-time employees the same as you treat full-time employees. This doesn't mean they should receive the same holiday entitlement as full time workers but a pro rata of the same entitlement, based on the hours they work.

Be aware that zero hours or casual workers all accrue holiday as well. If hours are irregular, holiday entitlement is usually calculated over the last 12 weeks, unless there are periods when hours are much more in certain times of the year. There are also different calculations for term time workers.

Employers: Be careful to make sure you look at overtime payments which are regularly worked as part of holiday entitlement for hourly paid workers.

Contact us: We can help advise you on holiday pay calculations.

For more information or assistance Email: enquiries@employmentlawsupport.co.uk



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Employment Law Support Principal: Caroline Robertson
Solicitor Non-Practising