## Written Particulars of Conditions of Employment Guidance for Employers

The Conditions of Employment (Alderney) Law, 2021 - 7<sup>th</sup> December 2021



As an Employer - Do I produce a document that I give to my employee(s) that refers to each of the minimum conditions of employment listed below? (This may be in the form of a contract or much larger document).

- i. Job Title
- ii. Name of employee and name of employer
- iii. Start date and End date (if applicable)
- iv. Notice period
- v. Pay Rate e.g., £5/hr; £1,200/month
- vi. Pay date interval e.g., daily/ weekly
- vii. Working hours
- viii. Holiday provision
- ix. Sick pay
- x. Any pension provisions
- xi. Maternity pay/leave

## If you have your own documentation

Adjust it to address the minimum conditions on the list i – xi and ensure you give your employee a copy; keeping a copy for your records



## If you have no documentation.

You can use the sample form and give a copy to your employee; keeping a copy for your records. If in doubt you can seek your own legal advice or advice from Citizens advice Guernsey - 01481 242 266

