DORSET CARE ASSOCIATION

SHIVA FOUNDATION

# Your Contract and Terms and Conditions of Employment

A contract of employment is a legally binding agreement between an employer and employee. It must set out the terms and conditions of your employment, for example your job title, salary, working hours, how much you will be paid, responsibilities, annual leave entitlement, and whether you are on a probationary period. These are clear, definite agreements that both the employer and the employee have consciously agreed to and signed off on.

Within your first two weeks of starting work, your employer must also provide you with a more extensive document with wider terms of your employment. This should include information on your pension eligibility, any non-compulsory training that will be provided, and details on discipline and grievance procedures.

There may also be some terms which are not directly written in a contract but are still considered part of the agreement. Both sides usually just assume they're included. These are called "implied terms." They can come from different places, such as laws or industry customs. For instance, it might be understood that the employer will make sure the workplace is safe, or that both sides will be fair to each other.