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Terms and Conditions Checklist

Ensuring your employment contracts are compliant



Terms and Conditions Checklist

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This checklist provides guidance on the key terms and conditions that should be included in an employee's contract of employment, helping employers meet their obligations under the Terms of Employment Information Act.

As well as covering the Mini Statement of Core Terms of Employment, timelines along with key checks to complete before issuing a contract.



Mini Statement of Core Terms of Employment

Must be issued within the first 5 days of commencing employment.

Where an employees Terms and Conditions of Employment has been issued within this timeframe, there is no need to issue the Mini Statement.

Mini Statement To Include:

- [ ] Full name of employer and employee
- [ ] Address of the employer
- [ ] Place of work i.e. company office, various sites/ locations operated by the company, work from home
- [ ] Job title
- [ ] Date of commencement of employment
  - [ ] If Fixed Term, end date
- [ ] Probation period duration
- [ ] Rate of pay/ salary
- [ ] Hours of work – per week and per day
- [ ] Terms relating to overtime – if applicable
- [ ] Reference to tips/ gratitudes – if applicable



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Statement of Terms and Conditions of Employment

Must be issued within 1 month of commencing employment.

Statement of Terms and Conditions To Include:

- [ ] Full name of employer and employee
- [ ] Address of the employer
- [ ] Place of work i.e. company office, various sites/ locations operated by the company, work from home
- [ ] Job title
- [ ] Date of commencement of employment
- [ ] Probation period duration
- [ ] Hours of work – per week and per day
- [ ] Terms relating to overtime – if applicable
- [ ] Rate of pay/ salary
- [ ] Pay cycle i.e. weekly, monthly
- [ ] Reference to social security and insurance
- [ ] Terms relating to absence, to include sick pay
- [ ] Auto Enrolment - "My Future Fund"/ Company pension scheme
- [ ] Probation Period duration and related terms
- [ ] Notice period
- [ ] Reference to tips/ gratitudes – if applicable
- [ ] Collective agreements/ ERO/ REA - if applicable

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Contract Issuing and Record Keeping

- [ ] Contract reflects agreed terms and the actual working arrangements
- [ ] Contract is signed and dated by the employer, before issuing
- [ ] Copy provided to the employee and signed copy retained on file
- [ ] Employee Handbook and relevant policies issued or made accessible
- [ ] Any future amendments to an employees terms and conditions of employment, should be documented, in writing, signed by both parties and retained on file

HR Reminder

- ✓ Issue the Day 5 Statement within five days of commencement
- ✓ Provide the full written statement within one month
- ✓ Ensure all terms reflect the actual employment arrangements
- ✓ Ensure it's signed and date by the company
- ✓ Keep evidence of issue
- ✓ Retain signed copies on personal file ensure they are stored securely with limited access



MSS Tip

Use a standard contract template, reviewing it regularly to ensure it is compliant and up to date with employment legislation, and issue the full contract within the first 5 days of employment to eliminate the need to provide a Mini Statement of Core Terms of Employee too, reducing administration time and follow ups.

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