e>> **Terms and Cd** f Employment **E STATEMENT** STANDARD FO <<B <<Date>> This document contains the main f employment which govern your service with the Practice. [Your ice is also subject to the terms contained in the letter offering yo er Letter"). If there should be any ambiguity or discrepancy between etter and the terms set out in this document, the terms in the Offer pt where expressly stated to the contrary.]

ct Dental Surgery Administrative Staff

© Simply-docs - EMP.RE.02.34 - Basic / Statu

TERMS AND

MPLOYMENT

BETWEEN

- (1) <<Name of Employer>> tra to as "we", "us" or "the Prace
- (2) <<Name of Employee>> of

IT IS AGREED as follows:

1. General

These Terms and Condition provide its employees with their employment as required compliant with the Emp Regulations 2007 as amen

2. Duties and Job Title

- 2.1 You are employed I required to undertal by the Practice from <<job rowspan="2"><<job description are employed I required to undertal by the Practice from <</j>
- 2.2 The Practice reserv

3. Date of Commencement /

- Your employment v continuous employment period of employment date>>].
- 3.2 EITHER If the em

[Your employment continue only until termination by either notice in writing of to may be summaril misconduct.]

OR - If the employ

[Your employment be terminated at ar <<number of days/ employment. Altern al Practice>> (hereinafter referred

er referred to as "you")

actice pursuant to its obligation to the main terms and conditions of Employment Rights Act 1996 and d Working Time (Amendment) relevant time.

pacity of <<job title>>. You will be onsibilities as may be determined llowing duties and responsibilities: uties and responsibilities>>1.

duties and responsibilities at any eeds of the Practice's business.

hplovment [and Notice Period]

on <<date>> and your period of began on that date and no other period] OR [began on <<relevant

use this clause:-

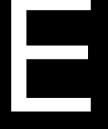
sis and is currently expected to orary employment is subject to er << number of days/weeks etc>> nt. Alternatively, your employment ou are found guilty of gross

, use this clause:-

ill terminate on <<date>>. It may by either party giving to the other writing of the termination of your nt may be summarily terminated

ct Dental Surgery Administrative Staff

© Simply-docs – EMP.RE.02.34 - Basic / Statu



where you are found

OR - If the employ the table of notice

The first << number period during whic period may be exte period, the full disci

During the << >> party to this Contract

3.3 Following the end may be ended by w

Notice to be given by the

Length of continuous ser

From one month up to two

From two years to 12 years

12 or more years

Notice to be given to the

Length of continuous ser

Less than one month

One month onwards

- 3.4 We reserve the rig notice.
- 3.5 Nothing in this Co summarily or otherv of your employmen you.]

4. Place of Work

uct.1

se this set of clauses (including

aployment will be a probationary be assessed. The probationary scretion. During the probationary cedure will not apply.

riod the notice required by either byment will be one week.

od, your contract of employment

um period of notice

eek

eks and one additional week for ontinuous year of employment in of two years

ks

im period of notice

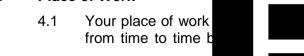
y

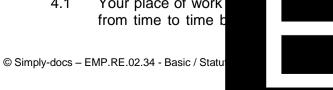
eek

etion to pay you salary in lieu of

m terminating your employment erious breach by you of the terms ct or acts of gross misconduct by

ises at <<address>> but you may the business of the Practice both





inside and outside t duties at such other reasonably request

4.2 You may be require Company's busines

5. Work outside UK

- 5.1 You are required to
- 5.2 You will be paid <<
- 5.3 You will also red benefits>>.]

Δ

perform your responsibilities and difference of the contraction of the practice of the practic

[and overseas] on the

g. state country and duration>>.

state additional payments and

6. Hours of Work

- 6.1 You will normally working hours will be with one hour for lui
- 6.2 From time to time, is providing emergoccasions, you will to and from the Pragram of the Prag

hours each week. Your normal
 Monday to Friday each week,
 between the hours of <
 >> and
 ter working hours as necessary.

act as chaperone to a dentist who ients at the Practice. On these all rate as time in lieu for travelling ent at the Practice.>>1

7. Remuneration and Benef

- 7.1 Your salary is £<
monthly>> normally
be made by <<e.g.
nominated by you>
worked outside you
- 7.2 [At the Practice's <<month>>. You s result in a salary in has been given by e
- 7.3 The Practice is auth
- 7.4 [You will be entitl insurance/details of
- 7.5 Your entitlement to OR after the satisfa
- 7.6 The organisation re these benefits at an

be paid <<insert frequency e.g. ay of each month>>. Payment will a bank or building society account ed to overtime payment for hours s specified above). [.]

y will be reviewed annually in salary review will not necessarily review of your salary after notice our employment.]

ns due to it from your salary.

Ith insurance/ permanent health

ence <<state e.g. on your first day probationary period>>.

your entitlement to

8. Holidays

8.1 You are entitled to entitlement of 20 da added. This does not employer's discretion



es the statutory minimum holiday blic and bank holidays have been blidays, which may be given at the omplete calendar year, including

bank and public hol

- 8.2 The holiday year co
- 8.3 If your employment your holiday entitler
- 8.4 If, on termination of
 - 8.4.1 you have ex deduct a part prorated head calculation the payment
 - 8.4.2 you have h discretion, re make a payr
- 8.5 Holidays must be to approval of propose will not be allowed Practice's discretio approval has been to
- 8.6 If the Practice is cl may be required to
- 8.7 All holiday must be circumstances you entitlement to the holiday may not be
- 8.8 If you are sick or inj to sick leave and subject to the follow
 - 8.8.1 You must co possible) as sickness or i
 - 8.8.2 The full per certificated to days;] and
 - 8.8.3 Within <<e.optimize writing how and the amount of the amount of the amount of the second with the second within th

9. Other paid leave

- 9.1 Any maternity, pate bereavement leave rate of pay>>.
- 9.2 The Company also leave>>.]
- 9.3 Please see the Con

finishes on << >> each year.

part way through the holiday year, prdingly.

liday entitlement, the Practice will holiday taken in excess of your on the basis of <<specify Practice to make a deduction from

owing, the Practice may, at its oliday during your notice period or bliday entitlement

to the Practice. You must obtain ice from <<specify job title>>. You eeks at any one time, save at the holidays until your request for

e, over the Christmas period, you your holiday entitlement.

hich it is accrued. In exceptional o << 5 >> days untaken holiday applies for one year only, and equent holiday year.

Practice will allow you to transfer y at a later date. This is strictly

>> in person and by telephone (if the your holiday will be affected by

ue to sickness or injury must be actitioner, [where it exceeds seven

urn to work, you must confirm in ras affected by sickness or injury take at another time. This written job title>>.

arental or parental

e.g. the statutory rate/ your normal

etails of other paid non-statutory

r further information.

© Simply-docs – EMP.RE.02.34 - Basic / Statu

10. Training

- 10.1 You will be require e.g. health and safe
- 10.2 You may be require discretion and will b training.
- 10.3 You will not be paid

11. Sickness Absence

- 11.1 In the event of you should contact <<s of the absence to in the Practice as soo return to work.
- 11.2 A self-certification days. The form will
- 11.3 For periods of sid weekends, you will Note') / Medical Ce Note / Medical Ce Practice.
- 11.4 EITHER When the only receive SSP u

[You are absent for are entitled to Star requirements above days' are <<state d to payment in respessuch payments are

OR – When the Piclause:

[If you are absent the requirements a maximum of << >: normal basic sala accordance with the

- 11.5 The Practice has the for absences. Such
- 11.6 The Practice may repractitioner nominate to authorise such management of the examematical practice.

ng training in respect of: << state

training at the Company's e of pay for any compulsory

ving training: <<give details>>.

n you or someone on your behalf arliest opportunity on the first day on for absence. You must inform ange in the date of your expected

ed for absences of up to seven

even consecutive days, including Statement of Fitness for Work ('Fit o <<specify job title>>. A new Fit of periodically as required by the

ight to sick pay; employee will

ison of sickness or incapacity, you provided that you have met the the SSP scheme the 'qualifying ly>>. There is no contractual right due to sickness or incapacity. Any ractice.1

tice sick pay scheme, use this

acity, and you have complied with I Practice sick pay, for up to a rear. Practice sick pay is equal to receive Statutory Sick Pay in

ecord absence levels and reasons confidential.

medical examination by a medical your employment, and you agree pare a medical report detailing the may be disclosed to the Practice. medical examination. Such an

© Simply-docs – EMP.RE.02.34 - Basic / Statu



examination will onl so.

S

actice where it is reasonable to do

12. **Pension**

[The designated pension where e.g. Staff handbook will make a contribution to <<state %>> of your sala

OR

[If you are eligible, the caccordance with the Comp

Full details of the schemminimum contribution level if you do not want to join the worker pension contribution

The scheme is subject to Company may replace the

13. Non- Compulsory Retiren

The Practice does not oper compulsorily retired on rea retire voluntarily at any time notice of termination of you

14. Confidential Information

- 14.1 You shall neither d of your duties) nor directly or indirectly Practice, business Practice, business
 - 14.1.1 any trade s belonging to limited to a customer limerishing marketing employees formulae, sp
 - 14.1.2 any docume have been t the Practice been given t customers, s
- 14.2 Patient confidentiali such information co

Details can be found in <<State specify job title>>.][The Company salary. You may contribute up

you into a pension scheme, in ment obligations.

h you are enrolled, including the to make and your right to opt out ating in the scheme, you agree to our salary.

ended from time to time, and the asion scheme at any time.

age and so you will not be owever, you can choose to Practice the required period of

except in the proper performance mit) after the termination thereof, ses or those of any other person, ation, or disclose to any person, n,

business information relating or iated companies, including but not relating to patients, customers, rice lists or pricing structures, business plans or dealings, nformation and plans, designs, on, research activities,

I", or any information which you lich you might reasonably expect ntial, or any information which has sociated Practice in confidence by

ent of your job. You agree to keep roper course of your duties.

computer screens and printouts of

ct Dental Surgery Administrative Staff



such information co

14.3 You must ensure th

© Simply-docs – EMP.RE.02.34 - Basic / Statu

patient data, are ne access to them.

- 14.4 You shall not at any notes or memorand business, dealings
- 14.5 The obligations of information or kno domain after the tunauthorised disclo

15. Exclusivity of Service

You may not, without the p business other than the bu endeavour during your non

16. Collective Agreements

[There are no collective a

OR

[Your employment is s relevant agreement>>.]

17. Grievance Procedure

The formal grievance proc and/or department>>. This employment.

18. **Disciplinary Procedure**

The disciplinary rules app Disciplinary Rules and Pro conditions of employment.

19. **Health and Safety**

- 19.1 It is your duty to opolicies.
- 19.2 You are required t down in <<state wh
- 19.3 In accordance with against Hepatitis B

at unauthorised persons can gain

yment with the Practice make any within the scope of the Practice's for the benefit of the Practice.

e shall cease to apply to any sequently come into the public ployment, other than by way of

e Practice, devote any time to any to any public or charitable duty or

ur employment.]

collective agreement <<specify

on request from <<relevant name rt of your terms and conditions of

nent are set out in the attached s not form part of your terms and

tice Health and Safety rules and

I policies and procedures as set

lidelines, you must be immunised

ct Dental Surgery Administrative Staff



© Simply-docs - EMP.RE.02.34 - Basic / Statu

S

20. Other issues

- 20.1 You are responsibl you take off the reported to <<state
- 20.2 You are required equivalent) disclosion thereafter as required. The Practice will modisclosure indicates disciplinary process

care of any Practice property that loss/damage/accident must be time period e.g. 24 hours>>.

I criminal records (CRB/DBS or practice and at regular intervals s a condition of your employment. disclosure. If the criminal records to work at the Practice, then the remployment will be terminated.

21. Data Protection

The Company is required that and what we do with the secure your personal data relevant data protection le [Company's data protection]

22. Changes to Terms and C

The Practice may amend, vidocument [<<and in the Enwill be notified to you person

23. Governing Law

These Terms and Conditio the laws of England and W

nnal data that we collect about you how we use, store, transfer and shall at all times comply with all tions imposed on you under the ce from time to time in force.

nt

ns and conditions in this

Manual>>] and any such change generally applied, by notice.

and construed in accordance with

Issued for and on behalf of << Practical

Signed:

I confirm my agreement that the employment

Signed:
<Name of Employee>>

ditions constitute my contract of

© Simply-docs - EMP.RE.02.34 - Basic / Statu

