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## Tips for Employing People

- Contracts of employment
  - As an employer you are required by law to give written statements to all employees who have been in your employment for at least one month
  - Full and Part-time workers have the same employment rights
  
- Working Time Directive
  - Holidays – all members of staff are entitled to paid holiday
  - Maximum 48 hours per week
  - Rest periods
  
- Paying Staff
  - Minimum wage
  - Pay Statements
  - Statutory Sick Pay, Statutory Maternity/Paternity Pay
  
- Discrimination
  - It is illegal to discriminate against people on the grounds of sex, marriage, race, colour, nationality, ethnic or national origins, disability, sexual orientation or religion/religious belief, and age
  
- Dismissing an employee
  - Reasons for dismissal
  - Statutory Procedures
  
- Employment Tribunals
  - Members of staff can take an employer to an employment tribunal if they feel that they have been unfairly treated.

