

Plain Language Job Contract – Template

A contract is a document people sign to show that they agree about something.

This contract is about your job at **Company**.

This type of agreement is called an “Employment Contract.”

Employment is another word that means “job.”

All of the sections in this contract have numbers. This is so it is easier to find the different sections if you want to talk about them later.

1. Information

1.1 “Employee” means the person who is doing the job.

The Employee is **Employee Name**.

1.2 “Employer” means the company that hired you.

The Employer is **Company**.

2. Start Date and End Date

2.1 The first day of your job with **Company** is **DATE**.

3. Job title and duties

3.1 The name of your job is **JOB TITLE**. This is called your “job title.”

3.2 To do your job, there is a list of tasks you need to do for **Company**.

This is called a Job Description.

Your Job Description is attached to this contract.

3.3 Sometimes you might be asked to do other tasks that are not in the Job Description.

3.4 Your manager is **Name of Supervisor**.

They will give you work to do and you will give them updates about how your job is going.

4. Workplace

4.1 You will work at the **Company** office.

The address of the office is:

Address
Country

4.2 You may be asked to travel for work.

This could be in your country or to other countries.

4.3 All people in the **Country** who have a job have rights.

Company will respect the rights that the law gives you.

5. Payment

5.1 You will be paid **\$\$\$\$** per year. This is called your salary.

This amount is before any taxes are taken off.

5.2 Tax is money that people who have jobs have to pay to the government of **Country**.

Company will take the tax you have to pay out of your salary and will pay the government for you.

You will get a document at the end of each month which shows how much tax you have paid. This is called a payslip.

5.3 You will not get your salary for the year all at once.

You will be paid once per month.

The money will come on the last day of the month.

5.4 To get your payment, you will have to give **Company** your bank account information.

Then we will put the money into your bank account directly.

- 5.5 If you owe **Company** money, they can take away the amount of money you owe them from the salary you get paid.

For example, if you take more days off than you are allowed to, Company will pay you less to make up for the extra days.

6. Hours of work and overtime

- 6.1 You will work from 9:00am to 5:00pm from Monday to Friday.

This is 35 hours per week.

You get to take a 1 hour break for lunch every day.

- 6.2 Your manager may ask you to change the hours you work.

For example, if there is a special event that is happening on a Saturday, you may need to work that day even though you normally do not work on the weekend.

- 6.3 You will need to manage your time so that you can get all your work done in the 35 hours.

Your manager can help you to do this.

7. Holiday and holiday pay

- 7.1 The year runs from 1 January to 31 December.

7.2 Every year you get to take some paid time off. This is called annual leave.

For every year, you get 28 paid days off.

7.3 When you want to use your annual leave days, you need to plan it ahead of time with your manager, and ask for permission.

7.4 You also get a day off on bank holidays.

Bank holidays are days where everyone in **Country** gets the day off.

You are also paid for these days.

7.5 You should use all of your annual leave by the end of the year.

You will not get paid extra for the days you did not take off.

7.6 If you need to take time off for other reasons, like a doctor's appointment or if someone in your family dies, you can ask your manager and they will make a decision.

8. Being away from work if you are sick

8.1 If you are sick or hurt and you cannot come to work, you must tell your manager in the morning before 9am.

If you do not tell your manager but stay home because you are sick, you may not be paid your sick pay.

8.2 When you are healthy again and come back to work, you need to fill out a form about your sickness or give a note from your doctor to your manager.

8.3 **Company** will keep a file about you, and when you are sick this information will be added to the file.

8.4 In **Country** there are rules made by the government about when people are sick and can't come to work.

These rules are called the **Name of Relevant Law**.

When you get paid for days you are sick, **Company** will follow these rules.

8.5 You still have to pay tax for your sick pay when you are not working.

Just like with your regular salary, **Company** will pay that tax to the government for you.

8.6 If you are sick and cannot come to work, **Company** might ask you to see a doctor.

They will pay if it costs money to see the doctor, and you will have to share the information the doctor gave you with **Company**.

8.7 If you are sick and don't come to work for more than 6 months in a year, **Company** can end this contract and end your job.

9. Probation period

9.1 When you start working for **Company**, some of the rules will not apply to you for the 6 months of your job.

This is called a probation period. This is a time when you and **Company** decide if the job is going well.

This is usually 6 months but **Company** can make this period last longer.

9.2 During your first 6 months, if **Company** does not want you to keep working for them, they can end your job.

They will tell you this one week before your job will end.

9.3 During your first 6 months, the rules that **Company** has about sick pay do not start for you yet. They will start after 6 months.

This means if you get sick in the first six months you will not get paid for your time off.

9.4 **Company** also has guidelines for what happens when someone breaks the rules.

This is called a disciplinary policy. This also does not apply to you during your first 6 months.

If you break the rules in the first 6 months then your job

can end straight away.

9.5 Your probation period will end when your manager writes to you to tell you it is over.

10. Ending your job

10.1 After the first 6 months, this agreement about your job can be ended at any time.

10.2 **Company** can end your job at any time.

If you have worked at **Company** for less than one year, then they will tell you that the job is ending one week before your last day.

If you have worked at **Company** for more than one year, then they will tell you that the job is ending two weeks before your last day.

If you have worked at **Company** for three years or longer, then they will tell you that the job is ending a few weeks before your last day.

The number of weeks ahead of time they tell you will be the same as the number of years you worked there.

For example, if you worked there for 4 years, they will tell you that the job is ending 4 weeks before your last day.

10.3 If you want to quit, you have to tell **Company** one month before you want to leave. You have to write a letter to say this.

10.4 If **Company** tells you that your job is ending, instead of working until your last day they might ask you not to work. They will still pay you.

They can tell you not to come to the office during this period.

11 Collective agreements

11.1 A collective agreement is a contract between all of the people who work together and the company that they work for.

The people who are part of these types of agreements are part of what is sometimes called a union.

There are no collective agreements for staff at **Company**.

12. Breaking the rules

12.1 **Company** has steps that they take when someone who works for them does something against the rules.

The action they take is explained in a document called a Disciplinary Policy.

Your manager can give you more information about these rules.

12.2 **Company** also has a policy what someone should do when they have a complaint. This is also called a grievance.

Your manager can give you more information about these rules. These rules are not part of your contract.

12.2 If there is a complaint against you by someone else, you may not agree with how **Company** solved the problem.

If this happens, you can ask them to have another look at the complaint. This is called “appealing a decision.”

Company has rules for how to ask for this that your manager can give you.

13 Working out of the office

13.1 You may need to do your job from other places sometimes.

13.2 If you travel to another country as part of your work for **Company**, you will still be paid your regular salary to your bank account.

You will not get extra payments unless you and your manager have agreed.

14 Changing the agreement

14.1 **Company** may change this contract.

If there are any changes they will tell you in writing.

15 Other Rules

15.1 **Company** also has other rules that everyone who works for them has to follow. These are called policies.

You will need to know about the policies and where to find them.

15.2 If **Company** makes new rules, they will tell you what the new rules are and you will have to follow them.

15.3 If you do not follow the rules in the policies, then **Company** can take action against you.

The Disciplinary Policy has more information about this.

15.4 You have to make sure you stay safe and take care of yourself, and that you keep others you work with safe too.

The rules for how you do this are called the Health and Safety Policy.

16 Confidentiality

16.1 You may be given information about **Company** or other organizations or people that is confidential. Confidential means it needs to be kept a secret.

You cannot tell anyone this information, and if you do **Company** can take action against you.

16.2 You can't talk to the media or say that you represent **Company** without your manager's permission.

17 Property

17.1 If **Company** gives you any materials to use for work, like a computer, you must keep them safe.

17.2 When you stop working for **Company**, you need to return those items.

18 Expenses

18.1 If you have to spend your own money on something you need to do for work, **Company** will pay you back if you have the receipts.

There is a Travel and Expenses Policy with rules about this.

When you sign this, you are saying that you agree with everything in this contract.

You are also saying that you agree to follow the rules of **Company**.

If you have questions about what something in the contract means, you can ask your boss.

Your signature (the employee)

Date:

**Your manager's signature
(on behalf of the employer, **Company**)**

Date: