

Employment Basics 101



It is suggested that the following be included in a basic employment contract:

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The full names and contact details of both parties to the employment contract, including the employee's next of kin	The date of employment, a job description and the name of person to whom the employee will be reporting	Where the employee is permitted and required to work
The employee's hours of work	Remuneration breakdown including benefits and payments in kind	The rate of pay for overtime, if any is applicable
Frequency of payments and deductions to be made	Leave entitlement	Termination clauses must be specifically set out
Whether the employer is a member of a bargaining council	The code of conduct and employment rules, a list of any and all documents that form part of the contract must be annexed	A recordal of the job interview regarding whether any impediments to the relationship are foreseen. Ensure personal checks are completed and on file

Call Moni Attorneys 011 706 0924