



**Topics covered:** Contract of Employment / Employee Handbook

## Contract of Employment

We can give guidance and advice in relation to drafting and interpreting employment contracts.

The Employment (Jersey) Law 2003 requires the employer to provide the employee with a written statement of the terms of employment. However, in most cases the parties enter into a contract of employment. As well as the express terms found in the written contract of employment, there are terms implied into the employment relationship such as the duty of mutual trust and confidence.

The employer must ensure that its contracts of employment comply with the law and meet the needs of the business. When an employment issue arises, the first point of reference is the contract of employment so these should be regularly updated.

## Employee Handbook

In addition to the contract of employment it is advisable for the employer to have an employee handbook setting out employee policies and procedures. This may include policies and procedures relating to; disciplinary, grievance, bullying and harassment, equal opportunities, data protection and family friendly rights.

**For expert legal advice on employment law or any of our legal services, please contact us**

 Viberts House, Don Street, St. Helier, Jersey JE4 8ZQ  
 +44 (0) 1534 888666  [employment@viberts.com](mailto:employment@viberts.com)

 [www.viberts.com](http://www.viberts.com)

