

LEGAL UPDATES AND FACTSHEETS

PARTICULARS OF EMPLOYMENT

For the statutory statement of particulars required in terms of [Article 33](#) of the [Employment Rights \(NI\) Order 1996 \(ERO\)](#).

- 1 It is mandatory by law for all employers to supply written particulars to all employees:
“...not later than 2 months after the beginning of employment” ([Article 33 \(2\) ERO](#)).
- 2 Since 5 April 2005 employers in Northern Ireland are now also required to include in the statement of employment particulars details about how grievances, discipline and other disputes are dealt with by the employer. The table below sets out the minimum terms which employers must have in the statements they supply to their employees.

PARTICULARS TO BE INCLUDED	ERO ARTICLE
1 Contracting Parties – identity.	Art 33(3)(a).
2 Start date.	Art 33(3)(b).
3 Start of continuous employment.	Art 33(3)(c).
4 Job Title / description of work.	Art 33(4)(f).
5 Notice.	Art 33(4)(e).
6 Place of work; or, if varying to be stated.	Art 33(4)(h).
7 Pay – rate/ scale & intervals thereof.	Art 33(4)(a)(b).
8 Hours – including any terms (eg. overtime).	Art 33(4)(c).
9 Holidays – including public/ stat/ customary days.	Art 33(4)(d)(i).
10 Sickness – incl provisions relating to injury.	Art 33(4) (d)(ii).
11 Pension provision.	Art 33(4) (d)(iii).
12 Collective agreements.	Art 33(4) (j).
13 Disciplinary rules.	Art 35(1)(a); also DR(NI)O 2003.
14 Dismissal, disciplinary & grievance procedures.	Art 35(1)(b) & (c); also DR(NI)O 2003.
15 Where the employment is not intended to be permanent, the period for which it is expected to continue or, if it is for a fixed term, the date when it is to end.	Art 33(4)(g).

Kappa Solicitors
commercial legal practice

The practice is a niche commercial legal practice providing business, property, and employment law services mainly to the business sector in Northern Ireland.

KEY BUSINESS SERVICES

Business Law; Business Disposal/ Acquisition & General Commercial Work

The practice has practical experience in all facets of business formation operation and succession or transfer. With past experience in several corporate finance and company brokerage businesses, its principal also brings 'coal face' exposure to business disposal, merger & acquisition, forged in a variety of sectors.

Property

The practice has experience in all transaction work in commercial and residential property. Utilising leading edge IT capability Kappa Solicitors offers both residential & commercial conveyancing, undertaken to an exacting standard at negotiable rates.

Employment Law

Ever-accelerating change in the complex employment, discrimination and related fields brings increased risk. Good specialist advice is expensive. A dedicated focus in these areas produces an accessible yet affordable service in all contentious and non-contentious aspects of HR management to the SME sector. In these fields we also render consultancy advice and legal services with a practical & robust commercial edge.

CLIENT IDENTIFICATION AND REGISTRATION

In common with other commercial law firms, we must comply with the Money Laundering Regulations 2003. This is part of the government's drive against money laundering and terrorism. The Regulations require us to obtain satisfactory evidence of identity for substantially all new clients and those in respect of whom there has been a break in the relationship. We will be unable to start work for you until this evidence is obtained.

TERMS OF ENGAGEMENT

- 1 By instructing us, you shall be deemed to have accepted our terms of business, from time to time applicable, which shall apply to the exclusion of any standard terms of purchase or any other terms which you may propose or supply to us.
- 2 Northern Ireland Law will apply to our relationship with our clients and any dispute or claim shall be subject to the exclusive jurisdiction of the Courts of Northern Ireland.
- 3 There shall be no variation of these terms without the prior written agreement of the Principal of the practice.

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