

# CLAIMS AGAINST EMPLOYERS OVER CONTRACTS OF EMPLOYMENT UP 26%

**Complaints to the Workplace Relations Commission against employers over terms and conditions of employment increased by 26% in 2022.**

The figures from the recent WRC annual report, show claims over contracts of employment experienced the highest hike of all complaint types over the 12-month period.

HR Team Co-Director, Martina McAuley, says the increase in claims surrounding contracts of employment in Ireland is a signal to employers to ensure that all contracts are legally in place and up to date.

"It is a legal requirement that every employee is given a contract of employment and therefore it is imperative that employers ensure every employee has a fully signed contract in place.

"However, more than just a legal requirement, providing clear and up to date contracts of employment is important in attracting and retaining employees," she adds.

**"This could be an indication that employees are now, more than ever, aware of their rights due to ever-increasing ready availability of information."**

Statutory compensation for not providing an adequate statement of main terms and conditions of employment (more commonly referred to as a contract of employment) is four weeks' pay in Ireland.

Ms McAuley says the rise in claims is



"highly significant", adding the high profile of employee rights in traditional and social media in recent years may be a factor.

"This could be an indication that employees are now, more than ever, aware of their rights due to ever-increasing ready availability of information."

She advises that recent changes in the employment legislation should be appropriately accounted for in contracts of employment.

Ms McAuley says: "This has been a busy year for employment legislation in Ireland, with the introduction of the Work Life Balance and Miscellaneous Provisions Act 2023 which provides a range of new employment rights for employees. An example of a highly significant provision is the introduction of Medical Care Leave, which entitles employees to unpaid leave for up to 5 days in any period of 12 consecutive months for the purposes of providing care to a relevant person such as a child.

"Many of the provisions of this Act will not come into effect late 2023 or 2024. Some of the provisions yet to be enacted are Domestic Violence Leave and the Right to Request Remote Working. It is recommended that employers ensure their contracts and employee handbooks are ready for these changes," Ms McAuley adds.

Of the 12,780 specific complaints received by the WRC in 2022, claims over Terms & Conditions of Employment accounted for 1,222 (10%); some 3,363 (26%) related to Pay; 1,851 (14%) related to Discrimination, Equality & Equal Status (an increase of 16% compared to 2021); 1,518 (12%) related to Unfair Dismissal (a decrease of 10% compared to 2021).

[Speak to HR Team today](#) to ensure your contracts of employment are up to date and compliant with employment legislation.

# SECURE YOUR 2024 HR COMPLIANCE WITH OUR LIMITED-TIME OFFER

in the UK and Ireland are facing a dynamic landscape of employment laws and regulations. Keeping up with these changes and ensuring legal compliance has never been more critical.

**A**t HR Team, we understand the challenges that organisations like yours face. That's why our expert team is here to not only help you navigate the ever-evolving employment law landscape but also to ensure your organisation is legally compliant, armed with bespoke documentation tailored to your unique needs.

## OUR UNBEATABLE OFFER

Our comprehensive HR compliance package includes:

### A Full, Up-to-Date Employment Contract:

Our HR experts will provide you with a legally compliant employment contract specifically crafted to address your organisation's requirements, taking into account the latest changes in UK and Ireland employment laws.

### Comprehensive Employee Handbook:

Stay ahead of all the latest employment legislation with our detailed employee handbook that keeps you informed and in control, reflecting the most recent updates in employment regulations.

### A Consultation Meeting via Teams:

Connect with a Senior HR and Employment Law consultant who will work closely with you to ensure that your documentation is completely customised to align with your organisation's unique identity and remains in accordance with the latest legal standards.

### A Bespoke Video Recording:

Receive personalised guidance on how to seamlessly implement and communicate these vital documents to your workforce,



while staying in compliance with the latest employment laws.

### The Benefits of Early Adoption

By taking advantage of this exclusive offer before October 31, 2023, your organisation stands to gain in several key ways:

#### Legal Protection:

Safeguard your organisation against legal risks, significantly reducing the potential for costly disputes and penalties, which can be exacerbated by recent changes in employment laws.

#### Employee Clarity:

Foster a harmonious work environment by providing your employees with clear guidelines and expectations, keeping

pace with the latest employment regulations to ensure compliance.

#### Attract and Retain Talent:

Being recognised as an employer of choice is vital for attracting and retaining top talent, especially in a landscape defined by evolving employment laws. Our bespoke documentation will help you create an appealing workplace culture that talent will gravitate towards.

#### Stay Ahead:

Ensure your HR department is fully prepared for the challenges of 2024 and beyond with an up-to-date employment contract and employee handbook that align with the latest developments in UK and Ireland employment laws.

Please note that this exclusive offer is available only until October 31, 2023, and slots are filling up fast. Don't miss this opportunity to get your HR department in order and ensure legal compliance for the upcoming year, especially in light of the recent changes in employment laws. Don't wait until the last minute. Get ahead of the game and ensure your organisation is legally compliant and ready for the new year, all while staying in step with the latest employment law updates in the UK and Ireland. [Simply click here](#) to get started today.

#### Terms and Conditions

This offer does not include a review of current documentation. The consultation call will last up to 1 hour. Documentation is provided in Microsoft Word. Don't leave legal compliance to chance. Secure your organisation's future today with HR Team's HR solutions, tailored to the ever-changing employment laws in the UK and Ireland.

# FIVE THINGS EVERY EMPLOYER SHOULD BE AWARE OF

In the employment landscape, employers shoulder a significant responsibility for their businesses' success and their workforce's well-being. From legal obligations to fostering a supportive environment, there are five fundamental areas every employer should be acutely aware of.

These crucial aspects span employment laws, workplace safety, diversity and equality, data protection, and effective communication. This article delves into the quintessential elements that empower employers to navigate complexities, promote ethical practices, and cultivate a legally compliant workplace conducive to growth and prosperity.



## EMPLOYMENT LAWS

Employment Laws are the rules that dictate how businesses must treat their employees. These rules vary depending on where you operate, from your local community to the broader world. In the UK and Ireland, they cover essential aspects like how much you must pay employees (minimum wage), how long they can work (working hours), and what happens when they work extra (overtime).



These laws also emphasise treating everyone fairly, preventing unfair treatment based on factors like gender, race, or religion (discrimination). They prohibit harmful behaviours like bullying or unwanted advances (harassment). Knowing and following these rules is crucial. It helps prevent legal troubles and ensures employees are treated justly and respectfully.

## WORKPLACE SAFETY

Workplace safety is about keeping your employees safe and healthy while on the job. It's a big deal because it's not just about avoiding accidents – it's also about creating a positive work environment. To do this, you must follow the government's safety rules. These rules tell you what you need to do to keep everyone safe. It means checking for possible dangers and taking steps to fix them (risk assessments).

You must also teach your employees to stay safe and give them the right gear to



do their jobs safely (training and protective equipment). A safe workplace boosts happiness, lowers accidents, and helps avoid legal problems.

## DIVERSITY AND EQUAL OPPORTUNITY

Equal Opportunity and Diversity means treating everyone fairly and respecting differences. It's like ensuring all your employees get a fair chance to do well, no matter who they are. Employers should ensure fairness when hiring new people, picking who gets promotions, and how you run things every day. It's also about ensuring that nobody is treated less favourable because of a protected characteristic such as race, gender, religion etc.

When you do this, you create a



workplace where everyone feels valued and included. This doesn't just feel good – it also improves your business by bringing in different ideas and making people more excited to work together.



# FIVE THINGS EVERY EMPLOYER SHOULD BE AWARE OF

## DATA PROTECTION AND PRIVACY

Data Protection and Privacy are about keeping personal information safe. It's like locking a treasure chest to ensure only the right people can access it. There are rules, like the GDPR, that say how you should handle this treasure chest of information.

You need to ensure employees are aware of the reasons why you are collecting and processing their information. Every employer should have a clear data protection policy and privacy statement which is distributed to all employees.



## EMPLOYEE COMMUNICATION AND ENGAGEMENT



Employee Engagement and Communication is about talking and listening to your employees. Imagine having a team where everyone knows what's happening and feels comfortable sharing ideas. To make this happen, keep your team in the loop with news about the company, its plans, and the rules. But it's not just talking – it's also about listening.

When your employees have questions or problems, you should be ready to answer and solve them quickly. When people feel heard and understood, they feel more excited to do their jobs well. This positive energy boosts productivity and makes the workplace better for everyone.

## HOW TO STAY ON TOP?

Staying on top of essential aspects like employment laws, workplace safety, diversity, data protection, and effective communication can be challenging for businesses. Outsourcing to HR consultants offers a strategic solution. These experts specialise in each area, ensuring your company remains compliant and progressive.

HR consultants update you on ever-changing employment laws, translating complex regulations into practical policies. They conduct thorough risk assessments to enhance workplace safety, minimising

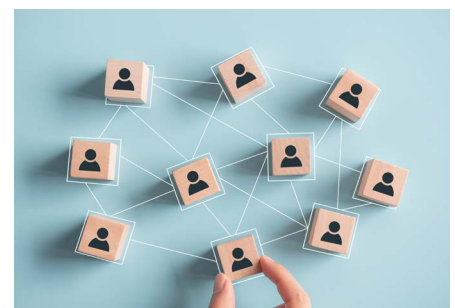
accidents and legal liabilities.

Consultants facilitate transparent communication, fostering an engaged workforce through regular updates, problem-solving, and feedback channels.

By outsourcing to HR consultants, you tap into a wealth of specialised knowledge. They provide tailored guidance, allowing your internal team to focus on core functions. In partnership with experienced consultants, your business can confidently navigate these critical areas, ensuring compliance, boosting workplace well-being, and driving sustainable growth.

## HOW CAN WE HELP?

Elevating your business's approach to essential aspects such as employment laws, workplace safety, diversity, data protection, and communication is pivotal for sustained success. As the complexities of these areas continue to evolve, partnering with expert HR consultants offers a proactive and strategic advantage. HR Team, a consultancy agency proudly serving the UK, Northern Ireland and the Republic of Ireland, stands ready to be your trusted partner in navigating these crucial domains.



With a team of seasoned consultants specialising in each area, we offer tailored solutions that align with your organisation's unique needs and goals. [Contact HR Team today](#) to ensure proven professionals guide your organisation's safety and compliance journey.

# MANAGING HR DOCUMENTATION FOR A REMOTE AND HYBRID WORKFORCE

Human Resources (HR) emerges as a pivotal force, shaping the success and sustainability of modern organisations. As teams become increasingly dispersed and work arrangements evolve, HR plays a fundamental role in ensuring seamless operations, fostering employee engagement, and maintaining a cohesive corporate culture.

The importance of HR in these contexts lies in its capacity to adapt traditional practices to fit the unique challenges of remote work and hybrid work, such as creating effective communication strategies, designing remote-friendly policies, and facilitating virtual onboarding processes. Moreover, HR professionals act as navigators, guiding companies through the intricacies of legal compliance across different regions and jurisdictions.

Their strategic involvement contributes to sustaining a harmonious and productive work environment transcending physical boundaries, ultimately positioning organisations to thrive in remote and hybrid work.

## What are HR Documentation Templates for Remote and Hybrid Workforces?

HR form templates explicitly designed to address the unique requirements of employees working remotely or in hybrid workforces are pre-designed documents explicitly tailored for them. These templates cover an array of HR processes, from onboarding and performance reviews to leave requests and equipment procurement.

Crafted to meet the challenges of remote and hybrid work arrangements, these templates ensure seamless communication, standardised procedures, and compliance with legal and regulatory frameworks across diverse geographical locations.

## How HR Documentation Templates Streamline Remote and Hybrid Workforces

HR documentation templates are invaluable for remote and hybrid organisations, streamlining operations and fostering consistency in diverse work environments. These templates provide a structured foundation for essential HR processes, from onboarding remote employees to establishing clear remote work policies.



By offering customisable templates tailored to specific scenarios and jurisdictions, HR documentation templates ensure compliance with legal requirements and industry standards, even across distributed teams. They expedite administrative tasks, allowing HR teams/line managers to allocate more time to strategic initiatives and employee support.

Moreover, these templates enhance communication by providing standardised materials that bridge the gap between remote employees and the organisation, cultivating a sense of unity and shared understanding. In remote and hybrid work, HR documentation templates emerge as essential tools, promoting efficiency, compliance, and a cohesive employee experience.

## HR Documentation Templates in Ireland, Northern Ireland, and the UK

HR Docs is a leading provider of comprehensive HR document templates, specialising in supporting businesses in Ireland, Northern Ireland, and the UK. With a focus on remote and hybrid workspaces, HR Docs offers an expertly tailored library of templates designed to address the unique challenges companies in these regions face.

# MANAGING HR DOCUMENTATION FOR A REMOTE AND HYBRID WORKFORCE

## KEY SERVICES:

### Extensive Document Library:

HR Docs offers a diverse range of HR document templates, including employment contracts, remote work policies, GDPR-compliant data protection agreements, performance review forms, and more.

### Region-Specific Customisation:

Recognising the distinct legal and regulatory frameworks of Ireland, Northern Ireland, and the UK, HR Docs ensures that all templates are customised to comply with local laws and guidelines.

### Regular Updates:

The company's team of experts stays updated with evolving employment laws in the region, ensuring that all templates remain legally accurate and compliant.

### Remote Work HR Documentation:

HR Docs specialises in remote work solutions, providing templates for remote work policies, communication guidelines for remote teams, and onboarding materials designed to integrate new remote employees seamlessly.

### Hybrid Working HR Documentation:

Acknowledging the increasing popularity of hybrid work models, HR Docs offers hybrid work policy templates and resources to help companies balance remote and in-office work.

## BENEFITS OF HR DOCUMENTATION TEMPLATES IN IRELAND, NORTHERN IRELAND, AND THE UK

### Legal Compliance:

The intricate employment laws in these regions can be complex to navigate. HR Docs' templates are meticulously crafted to align with local employment laws, ensuring companies comply with regulations.

### Time Efficiency:

Businesses can save valuable time and resources by using pre-made templates, allowing them to focus on more strategic HR initiatives.

### Consistency in HR Practices:

Maintaining consistent HR practices is vital for remote and hybrid teams. HR Docs' templates help ensure that policies, procedures, and communication are uniform across all locations and work arrangements.



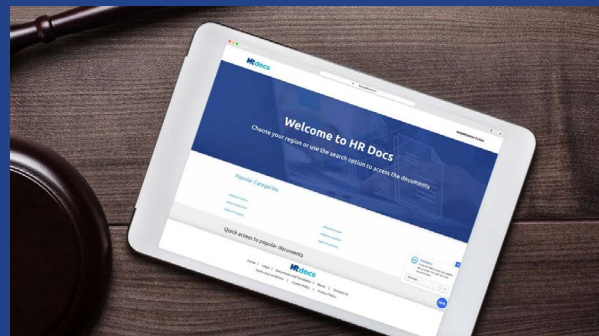
### Employee Engagement:

Remote and hybrid work can sometimes lead to feelings of isolation. HR Docs' resources assist companies in creating effective communication strategies that foster engagement among all employees, regardless of their work location.

### Adaptability:

The library of templates is regularly updated to accommodate shifts in employment laws, remote work trends, and business requirements.

## GET HR DOCS' HR DOCUMENTATION TEMPLATES



As organisations embrace the challenges and opportunities of remote and hybrid work, the significance of well-crafted HR documentation templates becomes undeniable. These templates are the cornerstone of efficient HR operations, ensuring consistency and compliance in diverse work environments.

Our subscription-based service provides access to an extensive library of expertly crafted HR form templates, enabling your organisation to navigate HR processes seamlessly while adhering to employment regulations. Take a step towards enhancing your HR practices by [contacting HR Docs today](#).



# NEWS COMMENT - UNPAID LEAVE FOR MEDICAL CARE IRELAND

Unpaid leave for medical care was introduced on 3rd July 2023.

This leave entitles employees to 5 days unpaid leave if they need to take time off work to deal with serious medical care for a child or other relevant person like a family member. The leave is available to both parents and carers.

An employee should give their employer notice of the leave if it is possible. However, in emergency circumstances an employee does not have to provide notice.

## WHO IS ENTITLED TO THIS LEAVE?

An employee can apply for the leave to care or support their:

- > Child (including an adopted child)
- > Spouse or civil partner
- > Cohabitant
- > Parent or grandparent

- > Brother or sister.
- > Housemate (any other person to those listed above who lives in the same house as the employee)

## WHAT CARE IS COVERED UNDER THE LEGISLATION?

The sick person must need significant care or support for a serious medical reason.

The employee must provide the following.

- > A medical certificate signed by a doctor.
- > Other evidence the employer may reasonably require.

## NEXT STEPS:

Employers should ensure they have a policy in place for dealing with requests for medical care leave. In addition, all managers should be informed of this entitlement.



## UPCOMING HR TEAM WEBINARS IN 2023

**10th October, 2023**

**How to effectively manage the probationary period**

**24th October, 2023**

**Latest Update on Employment Law**

**7th November, 2023**

**Communication and having difficult conversations**

## Do you have an employment law question?

Team HR can help business start-ups, SMEs and large multinational organisations. Call to speak to us today on any aspect of employment law or strategic human resource services.

Tel from ROI: 01 695 0749, or from NI: 028 71 271 882.

Alternatively, contact us via email: [hello@hrteamgroup.com](mailto:hello@hrteamgroup.com)



If you require further information, please do not hesitate to contact HR Team.

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