

# Employment Contract & Agreement Templates



In association with Backhouse Solicitors, employment law experts the United Chiropractic Association has commissioned a manual of contracts and agreements for chiropractors to use in their practices and are in line with current legislation. There are a variety of different templates and below is an explanation of some of these and how best to use them:

*Staff Handbook* – The handbook is a standard handbook and in line with current legislation and includes the usual policies most businesses need. These will allow practices to get started with ensuring that they have the right contracts and policies in place to be compliant with current employment practices

*Consultancy Agreement* – This contract is for engaging someone who is genuinely self-employed. The advantages include not having to pay any holiday pay or NICs and that there is no employment relationship, so the individual does not have the full protection of employment legislation. It is also straightforward to terminate a consultancy agreement.

The main disadvantage is that you have less control over the individual as there is simply a contractual agreement between you and not an employer/employee relationship. The more control you have over an individual the more likely it is that a tribunal would consider them to be an employee. An example of the reduced level of control is that under a consultancy agreement, while the individual can commit to a certain number of hours per week, a genuine agreement will allow them to substitute someone else to carry out the work on their behalf.

*Contract for Assistant* – This is for those employed directly

*Senior Contract* – This is the contract to use if you want to employ someone have the most control over the terms of which they work for you. Using this contract you can state hours, rates and duties involved.

The disadvantage is that an employee has more protection than those engaged under different types of relationships. For instance, they have the right not to be unfairly dismissed and rights to sick pay, holiday pay, pay slips and breaks amongst others. They also have maternity and paternity rights and are entitled to notice prior to dismissal and redundancy payments

The final decision for employing chiropractor comes down to a weighing up of the increased flexibility of a Consultant vs. the increased control over an Employee. The tipping point will be different for each practice and Backhouse Solicitors can assist with the decision if more detail is needed.

The manual is available to purchase from the UCA at a cost of £175.00, it comes as a hard copy with all the templates on disc so that you can change them to suit your practice. As a result of any changes to employment law you will automatically be sent any amendments. The contents of the manual is listed:

# *Manual of Contracts & Agreements*

1. Staff Handbook
2. Basic Contract for Junior Staff
3. Consultancy Agreement
4. Contract for Assistant
5. Senior Contract
6. Guide to Restrictive Covenants
7. Guide to Dealing with Grievances
8. Guide to Dealing with Disciplinary Investigations
9. Letter Suspending an employee pending investigation
10. Letter requesting attendance at a disciplinary hearing
11. Letter to confirm verbal warning
12. Letter giving first written warning for misconduct
13. Letter giving final written warning for misconduct
14. Letter to confirm dismissal following previous warnings
15. Letter to confirm summary dismissal for gross misconduct following a hearing
16. Letter requesting attendance at an appeal hearing
17. Letter requesting attendance at a grievance hearing
18. Letter to confirm outcome of appeal
19. Letter to confirm outcome of grievance
20. Offer of employment
21. Letter providing reference
22. Letter – requesting a reference
23. Guidance notes on GDPR Amendments and documents
24. Draft Privacy Notice
25. Letter to Employees re changes to Contract and Handbook

If you would like to purchase these templates, please contact Head Office on 01293 817175 or [contact@unitedchiropractic.org](mailto:contact@unitedchiropractic.org)



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