**How to Issue Documents to Your Employees**

**Our Guide for Employers**

You need to issue your employee with a contract and a handbook (or access to a handbook at the workplace if they haven’t got a copy to take away with them) where appropriate, and you need to do this by day one of the date that they commence employment with you. You need to issue the following to each employee:

**Contract of Employment**

* Issue two copies of a completed contract of employment to employees
* Ensure that you, the Employer, have signed and dated both copies
* The employee must also sign both copies and return **one** to you
* This should be kept in a safe place – we recommend creating a personnel file for each employee

**Employee Handbook (where appropriate)**

* You need to give all employees access to a copy of the Staff Handbook if you have one. Ideally staff should have their own copy of the handbook to refer to
* If you are not issuing individual copies of the handbook then an up-to-date handbook must be available either on line or in the workplace

**Data Protection Statement**

* This is either attached to the contract of employment or available to view in the workplace.
* This statement explains how the Employer is going to use and retain the employee’s data and the employee needs to sign to agree to this
* Issue a Data Protection Consent Form with the contract of employment.
* The employee should sign a consent form and return to you

**Working Time Election Form**

* In this opt-out agreement the employee has the choice to opt out of the legal working limit of 48 hours per week
* The Employer needs to record the employee’s agreement through this form
* This form is attached to the contract of employment
* Issue two copies and both need to be signed by the employee
* One signed copy must be returned to the Employer

**Personal Information Sheet (recommended)**

* This is attached to the contract of employment
* Issue one copy, to be signed by the employee and returned to the Employer
* This is a helpful method to gather key information you need about your employee
* The employee is also signing to confirm that it is their obligation to keep the Employer informed of any changes to this information