



About Your Contract

Terms & Conditions

Your terms and conditions of employment are available online by visiting the your portal at www.focusedumbrella.co.uk. Your employment begins on the commencement date of your first assignment or secondment.

Diversity and Equal Opportunities

We operate a comprehensive Diversity policy and will consider candidates on the basis of the suitability of their skills and experience, whatever the background of the individual, irrespective of ethnicity, religion, age, sex, marital status, sexual orientation, disability or dependents' considerations or membership of the travelling community.

Entitlement to Work

Individuals are unable to commence employment until we are in receipt of proof that they are entitled to work in the UK. Only documentation approved by the Home Office will be accepted as proof of entitlement to work.

Salary

Your salary will be paid in arrears weekly or monthly by credit transfer to your bank account. Should you leave, your final salary will normally be paid by credit transfer in the usual way on the next normal pay date after your last day of employment. Starting or leaving pay is calculated on the basis of the working days completed up to the date payment is due.

Tax

As an employee you are taxable under the "Pay As You Earn" scheme. Please ensure you give us your P45 before you commence work. Provided your P45 is current to this tax year, we will use the tax code indicated on it for taxing your earnings.

If you do not possess a P45 you may be able to complete a P46 form confirming that this is your main or only employment which will allow us to tax your earnings on the emergency tax code until we either receive your correct code from your P45 or from HM Revenue and Customs.

National Insurance

We are legally obliged to deduct National Insurance from your earnings, so we require your National Insurance number. This can be found on your form P45. If you do not know your National Insurance number, contact your local Jobcentre Plus office – their number will be in the telephone directory or on the internet at www.jobcentreplus.gov.uk.



Tax Queries

As an Employee, your tax affairs will be dealt with by our HM Revenue & Customs office. If you need to contact them, the address and telephone number are: Inland Revenue Birmingham & Solihull Office City Centre House 30 Union Street Birmingham, B2 4AE Tel no. 0121 535 6960 Fax no. 0121 535 6601

Hours of Work

Normal Hours of Work

For each assignment you will be advised of the hours of work involved. These will vary from assignment to assignment and if you wish to work full-time you should normally be available for a 37.5 hour working week. Good time-keeping is essential. As an employee you are expected to be ready to start work by your normal start time. Good time-keeping is so important that repeated bad time-keeping may result in action being taken in accordance with the Disciplinary Procedure. Should you be delayed or unable to attend at work for any reason, then you should notify your manager by the time you are due to start. (If your absence is due to sickness, then see the section in this Handbook on Sickness Benefit). As the needs of business are constantly changing, it may be that we will need you to alter your pattern of working hours within the total number of hours for which you are contracted to work.

Overtime Policy

In order to provide an excellent service to clients, it may be necessary sometimes to work extra hours. Depending on your assignment you may be paid for overtime or offered time off in lieu, at the Director's discretion.

Working Time Regulations 1998

These Regulations stipulate that working time must not exceed 48 hours per week. However this limit can be averaged over a period of weeks. It is your responsibility to notify us if you work hours in excess of your contracted hours and your working hours regularly exceed or are likely to exceed 48 hours per week, and/or your working hours exceed or are likely to exceed 8 hours between the hours of 10pm and 7am.

Timesheets

It is your responsibility to submit your timesheet each week and adhere to the deadlines to ensure that you are paid promptly. You will need to complete this by filling in the number of hours you work each day, excluding lunch breaks.

Leaving

When you wish to leave please provide us with notice in accordance with your terms and conditions of employment and ask in writing for us to issue your P45 form from our payroll department. If at any stage you wish to rejoin us we would be happy to discuss opportunities at that time.