MARUMO & LEHUMO HR SOLUTIONS

EMPLOYMENT CONTRACTS

Every employee **must** have a contract

An employer must provide a written contract no later than the first day of commencement of employment, according to the Basic Conditions of Employment Act (BCEA)

The employment contract must be updated when the law changes, when both parties agree to changes, or when the pay or benefits of the employee increase

Our Service

We are the architect of Human Capital and we provide assistant with the drawing up of employment contracts that mitigate any risks that employers may be exposed to in the future. We also proactively review and amend employment contracts from time to time when we believe that changes in the HR industry will impact our clients

Essential elements of an employment contract

Job title and description

States your role and responsibilities within the company

Commencement date and duration

Specifies the start date of your employment and the end date.

Place of work

The primary location where you will perform your duties.

Wage/salary details and payment frequency

Includes your salary, any allowances (such as transport), and the frequency of payment (weekly or monthly).

Working hours and overtime policy

Details your regular working hours and the conditions under which overtime is compensated.

Entitled leave

Describes your rights to annual leave, sick leave, maternity leave, and family responsibility leave.

Confidentiality

While you might need to sign a separate non-disclosure agreement, some contracts also include a confidentiality clause.

Future competition

Some contracts include a non-compete agreement or clause, which prevents an employee from competing with the company after leaving. This provision can be a separate agreement.

Termination clause

The conditions under which either party can terminate the contract

The contract of employment is a vital document – it regulates the terms and conditions of employment between the employer and the employee. It stipulates what the employer will provide in terms of benefits, and in terms of labor legislation, and it specifies what the employee is entitled to receive in terms of company policy, company benefits, and labor legislation

It also regulates the behavior of the employee in the workplace – because all business policies and procedures, as well as business disciplinary code, form a part of the employment contract. If there is no contract regulating these matters, it is extremely difficult to take action against the employee – if there is no contract, or if the employee has never been informed, then he has the right to conclude that it does not exist

There are 2 Employment contracts that we draft
Full time Employment contract
Temporary or fixed term Employment Contract