

# Employment Legislation for Small Businesses

Aimed at providing small businesses with the information required to meet their legal obligations as employers.

## **Topic 1 Introduction and Overview of Employment Legislation**

The opening topic will introduce the participants to the general principles of Employment Legislation in Ireland.

## **Topic 2 Employment Contracts**

This module will clarify how potential employees can be appointed to a post within a small business, using a Letter of Appointment and Employment Contract. It will also provide an overview of the rules governing employment contracts, particularly the Terms of Employment Act, Working Time Act and Protection of Young Persons Act. Examples will be used to identify the minimum terms required in the contract and the effect of the legislation on the duties of the employer and employee.

## **Topic 3 Employee Rights & Protection**

This topic will review the minimum rights available to an employee. Using case studies, this will include a clear description of the Terms of Employment Act, Maternity Protection Act, Parental Leave Act, Adoptive Leave Act, Payment of Wages Act and Working Time Act (e.g. holidays.) The topic will also provide a practical description of the Unfair Dismissals Acts and the methods of developing & implementing an effective grievance procedure.

## **Topic 4 Equality**

A detailed description will be given of the effects of the Employment Equality Act, particularly in relation to direct and indirect discrimination, equal pay, harassment and remedies. Case studies and examples will be used to show the practical effects of the Act and how a policy for equality, harassment and bullying can be developed within a small business.

