



# Employment & HR Services for Pharmacies

by

**FTA | LAW**



**PREMIUM PACKAGE**  
£350 per month\*

**STANDARD PACKAGE**  
£250 per month\*

**Locum Agreements**

To ensure self employed status, don't get caught out paying back tax. Not just a precedent a bespoke contract for your pharmacy.



**Bespoke Employment Contracts for all staff whatever their role**

Just for not having written terms and conditions you can be fined by the Employment Tribunal – The law states you have to provide these within 2 months of an employee commencing employment.



**Fixed Term Contract**

For a temporary worker to cover maternity leave or if you have a trainee dental nurse.



**Zero Hours Contract**

For a casual worker, when there is no guarantee that the employee will be offered any work.



**Staff Handbook**

Fully up to date includes a range of policies to ensure compliance with your NHS pharmacy contract.



**Employee Declaration**

Ensures that the employee has the appropriate work permits to work in the UK and prevent a fine/prosecution from UKBA.



**Changing terms and conditions**

There is a procedure to follow to provide new contracts to employees. If you fail to do so you could end up with a claim in the Employment Tribunal which could be costly, stressful and time consuming. Let us guide you through this process and provide you with all the documentation you need.



**References for leaving employees**

Prevent any court claim against you for giving an inaccurate reference.



**Annual review of Contracts and Staff Handbook**

We keep track of the developments and changes to the law so you don't have to. We will ensure that your contracts and handbook are always up to date.



**Email Employment updates**

Employment law changes every week - We keep up with the updates so you don't have to! We will always let you know if there is any effect on your business. You will also have the option to attend all our Seminars and Workshops for free.



\* Prices include VAT. The service is for a minimum of two years.



## PREMIUM PACKAGE

## STANDARD PACKAGE

### **TUPE (Transfer of Undertakings ( Protection of Employment) Regulations)**

Whether you're buying or selling your business TUPE will apply and we will advise you as to the best way forward.



### **Unlimited access via our Telephone Helpline & all documentation needed from our team of employment experts who have detailed knowledge of business and your requirements in relation to:**

- Recruitment and induction
- Working Time and Time Off
- Conducting a disciplinary investigation, hearing and appeal
- Conducting a grievance investigation, hearing and appeal
- Discrimination, bullying and harassment in the workplace
- Maternity Leave, Pay and Benefits
- Paternity Leave, Pay and Benefits
- Adoption Leave, Pay and Benefits
- Shared Parental Leave, Pay and Benefits
- Leave for Ante-natal appointments
- Flexible Working requests
- Parental Leave
- Time off for emergencies
- Sickness and incapacity
- Changing Employment Contracts
- Resignation of an Employee
- Redundancy
- Dismissal of an Employee
- Providing references

Getting the process wrong for any of these items can result in unhappy, inefficient staff and possibly a claim in the Employment Tribunal – don't get caught out – take our advice.

### **Indemnity Insurance\*\***

At an additional cost we can arrange for an insurance that will cover your legal fees plus any out of court settlement or compensation payment should an employee make a claim to the Employment Tribunal. At an additional cost, to protect the goodwill of your practice, we can obtain insurance to cover your legal fees should you need to enforce the binding clauses in your contracts. Just ask us for further details.

\*\* Conditions apply

**PREMIUM  
PACKAGE**

**STANDARD  
PACKAGE**

**Training**

You can't defend a claim of discrimination without having an Equality & Diversity Policy and without having Equality and Diversity Training at your Practice. Let your advisor visit your Practice and provide half a days training for your staff.



**Annual meeting**

Your advisor will come and visit you at your dental practice once a year to deal with any issues you may have, provide advice about how to get the most out of your staff and keep you up to date with any changes you need to be aware of.



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To find out more about our  
Employment & HR Service please contact us

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**FTA|LAW**