

# First Time Working or Employing Somebody?



An employer taking on staff for the first time, or a person starting their first job, should be aware that employees have certain entitlements.

## Records

Accurate records can protect employees from being exploited, and can also protect employers where they feel an employee's complaint is incorrect.

All places that employ people must keep records about how much the employees are paid, the hours they worked, the holidays and public holidays taken and the rest periods provided during the working hours.

## Terms of Employment

All employees must receive written terms and conditions of employment within two months of starting their job. This should include the name and address of the employer, the date the employee started the job, the rate of pay and the place and hours of work. However, this list is not exhaustive. For a full list you should refer to [www.workplacerelations.ie/en/What\\_You\\_Should\\_Know](http://www.workplacerelations.ie/en/What_You_Should_Know).

## Annual Leave/Public Holidays

From the first day in the job employees, are building up holiday and public holiday entitlements. There are minimum statutory entitlements for all employees, whether they are part-time or full time.

## Rest Periods/Hours of Work

Employers must ensure employees are given adequate rest. As a minimum, the legislation provides for a 15 minute break after working 4.5 hours, and a 30 minute break after working 6 hours.

The maximum an employee should work in an average working week is 48 hours.

The Organisation of Working Time Act, 1997, sets down the rules governing maximum working hours, daily and weekly rest breaks, annual leave and public holiday entitlements.

## Payslips/Pay Period

All employees are entitled to receive a payslip for each pay period. The payslip should show; the gross wage (the amount earned before deductions), the net wage (the amount after deductions) and the nature and amount of each statutory or agreed deduction (e.g. PAYE, PRSI, USC, trade union subscription, etc.).

## Rates of Pay/Minimum Wage

The rates of pay must be set out in the Terms and Conditions of Employment. However, no one can be paid less than the national minimum wage. Minimum rates of pay under the National Minimum Wage Act vary depending on the age and experience level of the employee. Current national minimum wage pay rates are available at

[www.workplacerelations.ie/en/What\\_You\\_Should\\_Know](http://www.workplacerelations.ie/en/What_You_Should_Know).

## Further Information

For further information on all or any of the above please contact our Information and Customer Services at Lo-call 1890 808090 or look at our website [www.workplacerelations.ie](http://www.workplacerelations.ie).



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Workplace Relations Commission