Did You Know?

- On a complaint to the Tribunal regarding the statements of particulars, the Tribunal can determine what particulars ought to be included and can confirm, amend or substitute any particulars in the statement.

- On complaint to the Tribunal regarding the itemized pay statement on failure to give, or that it does not contain adequate information the Tribunal can make a declaration to that effect.

- The Tribunal may order the employer to repay to an employee any un-notified deductions from the employee’s wages.

PART IV
EMPLOYMENT PARTICULARS

Right to Statement of Employment Particulars &
Right to Itemised Pay Statement

INDUSTRIAL RELATIONS SECTION

Labour Department
2nd Floor East Wing
Warrens Office Complex
Warrens
St. Michael

Tel: 535-1500
Fax: 535-1571
Email: labour@labour.gov.bb
The Employment Rights Act 2012 provides for the right to a written statement of employment particulars on the commencement of employment.

The Statement must contain:

- Name of employee and employer and the employer’s address
- Commencement date of the employment
- Job title and a description of the work for which the employee is employed
- Wages rates or method of calculating wages
- Intervals at which wages are to be paid
- Normal working hours
- The period of probation, if any
- Notice required to terminate the contract
- The period of employment if temporary
- Date employment ends if it is a fixed term contract
- The place of work, if it varies, an indication of such.
- Any collective agreement in effect and the parties to this agreement
- Policies pertaining to holidays with pay, sickness or injury, health and pension schemes
- Disciplinary and grievance procedures

An employee has the right to receive at or before the time of payment of wages an itemized pay statement.

The Statement must include:

- The gross amount of wages
- The amounts of any deductions and the reasons for the deductions
- The net amount of wages paid
- The date of payment and the dates of the pay period for the amount being paid.