

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.



EMPLOYMENT RIGHTS ACT 2012

PART IV EMPLOYMENT PARTICULARS

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

INDUSTRIAL RELATIONS SECTION

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Employment RightsFor All

Statement of Employment Particulars

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



Itemised Pay Statement

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.