

# P. O'CONNOR & SON

*solicitors*  
notary public

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## YOUR GUIDE TO EMPLOYING STAFF

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### **I am an employer – why should I talk to my solicitor?**

Employment law is complex and getting advice from a solicitor will make sure that you are up to date with the most current information in a way you can understand. Your solicitor can help you avoid problems by putting the correct procedures and policies in place.

### **Employment issues**

Your solicitor can advise you about a wide range of issues, including:

- who is an employee and who is not,
- the employment contract and the employee handbook,
- employee entitlements, including pay, rest periods, hours of work, pensions and leave,
- keeping employment records,

- insurance considerations,
- equality,
- data protection,
- health and safety obligations,
- disciplinary matters, and
- terminating employment, including dismissal and redundancy.

### **If there is a dispute**

It is important to talk to your solicitor before a situation becomes serious. Your solicitor can explain your options and help you bring the dispute to a quick and satisfactory conclusion.

### **More information**

For more information about employing staff, visit

[www.poconsol.ie/legal-services/corporate-commercial-law/](http://www.poconsol.ie/legal-services/corporate-commercial-law/)



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