

Scrase Employment Solicitors - Tips on managing in a downturn

1. Make sure that all employees' statements of terms and conditions of employment are up to date. If you have to make employees redundant you may have to pay up to 4 weeks pay for each employee if statements are out of date.
2. Tackle absenteeism now. Increase your productivity by ensuring that as many hours as possible are utilised. However, make sure you take advice if you are considering disciplining employees, particularly if they may be covered by the Disability Discrimination Act.
3. Consider all the alternatives to redundancy. Do you have the right to introduce short term working or to lay workers off temporarily? Consider offering sabbaticals, voluntary release or pay freezes.
4. Understand the law on collective redundancy. If you are planning to make 20 or more employees redundant in a 90 day period you must consult with trade union and employee representatives. Failure to do so may lead to an award in the Employment Tribunal of up to 90 days pay for each affected employee.
5. Understand your present and future staffing requirements. Make sure you are only rewarding the skills and knowledge that you need.

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