

**This is a comprehensive resource designed to assist HR professionals in creating effective and compliant employment contracts. It includes a checklist that serves as a practical tool and allows HR professionals to systematically review employment contracts.**

Having certain fundamental elements in your work contract helps protect both you and your employees by clearly defining their rights, responsibilities, and the terms of their employment.

You will find these essential elements below. Use this checklist to ensure you're following best practices when drafting a contract.

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## Job responsibilities and expectations

The contract clearly defines the employee's role and responsibilities.

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## Termination and resignation

The contract outlines the process for ending employment, ensuring a smooth transition for when the employee leaves.

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## Contract start date, end date, and duration

The contract has a clear start and end date and specifies whether the contract is for a definite or indefinite period.

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## Hours per week

The contract specifies the number of hours the employee will work per week.

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## Notice periods

The contract establishes notice requirements for both parties, allowing for proper staffing adjustments and transitions.

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## Trial period

The contract offers a probationary period for both parties to assess the fit, minimizing the risk of hiring an unsuitable candidate.

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## Intellectual property transfer

The contract clearly defines ownership of work-related creations, protecting the company's intellectual property.

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## Confidentiality agreement (NDA)

The contract has clauses that safeguard sensitive and proprietary company information, trade secrets, and intellectual property.

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## Benefits

The contract communicates the benefits provided, such as healthcare, dental care, or life insurance.

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## Salary and bonus

The contract states compensation terms clearly.

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## Relocation package

If applicable, the contract details support for employees relocating for the company, facilitating smooth transitions for those moving.

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## Holidays and holiday policy

The contract specifies paid time off entitlements and rules, ensuring the efficient management of work schedules.

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## Working from abroad policy

The contract clarifies if employees can work from another location.

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## Noncompete and nonpoaching

The contract protects business interests, preventing employees from engaging with competitors, poaching colleagues, and sharing sensitive information.

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## Habitual place of work

The contract specifies where employees should primarily work for legal compliance and tax considerations.

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## Remote work policy

If applicable, the contract establishes guidelines for remote and work-from-home arrangements.

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## Breaks and work hours

The contract specifies the work schedule and break times.

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### **Digital policy**

The contract outlines the appropriate use of company technology and devices, safeguarding data security and privacy.



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### **Penalty clauses**

The contract clarifies the consequences of contract violations.



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### **Return of company property**

The contract outlines the obligation for employees to return all company-owned assets and materials upon termination or resignation.

