

BEFORE YOU PA STARTS



Before your PA starts, It's important to make the appropriate steps required to make sure you're meeting your legal requirements as an employer.

CONTRACT OF EMPLOYMENT

A contract of employment is a necessary agreement between you and your PA.

This contract should include the following:

Probationary Period

- This is a period of time where you and your PA can find out whether they are suitable for the job. Choose a period of time suitable for you. For example, 3 months.
- At the end of this period of time, you should either confirm that you'd like your PA to continue with their role, extend their probationary period, or end their employment.

Notice Period

- Set the amount of time they must work after they have told you they want to leave.

Salary

- State how much your PA will be paid, when they'll be paid, and how you will pay them.

Hours, Breaks and Holiday

- There are certain legal requirements regarding when your PA works and the amount of breaks they have. Information on these requirements can be found [here](#).
- Your PA is entitled to holiday. PayPacket and MCS will calculate the PAs annual leave entitlement based on the hours they work. Information regarding your PA's holiday allowance can be found [here](#).

Sick Leave

- Statutory sick pay (SSP) is paid to employees who are unable to work due to illness. Information on sick leave can be found [here](#).

Pension

- Every employer must enroll staff on to a pension scheme which they can then choose to opt out of if they wish. Employers must contribute to their employees pension, the cost of this is covered by your care plan. Information about pensions can be found [here](#).

PAYING YOUR PA

- We recommend that you use a payroll company to pay your PA, such as PayPacket or our partner Money Carer Service MCS.
- Payroll services will calculate employee pay, deduct tax and issue payslips for you. Including issuing P45s when required.



HEALTH AND SAFETY

You have a legal responsibility to ensure your PA remains safe and healthy whilst doing their job.

As an employer, you should:

- Carry out a risk assessment on your home, including any pets you may have.
- Think about any training your PA may need.
- Record any accidents that may have and report them if needed.



INSURANCE

- It's important for employers to have employer's liability insurance to ensure that you and your PA are protected if case of an accident. If your PA is funded by a Directs Payment package, this is arranged by your local council.

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www.croydon.gov.uk



CONTACT US!

Address: KCIL, 31-35 High Street, Kingston, KT1 1LF
Phone: 020 8546 9603
E-mail: enquiries@kcil.org.uk
Website: kcil.org.uk