

Ruby

Emerald package + new/amended contracts of employment with annual audit and update of employment files

We will produce new or amend your existing employment documentation including:

- Contracts of Employment
- Staff Handbook
- Procedure Policies

We will review what, if any, documents you currently have within your business. Once we have those documents, or if it is established that there are no documents, we will work with you to amend or draft/re-draft up to date documents for you to use that are bespoke to your business.

Having gone through the documents with you we will assist in the implementation and integration of those documents into your workforce to ensure that employee documentation is correctly administered throughout your business so far as it is legally possible to do so.

Furthermore, on an annual basis we will audit, and where necessary bring up to date your employment documents as part of your RUBY package. In the event that there is a material change in legislation which requires an immediate amendment to your employment documentation we will provide you with amended documents as soon as possible together with confirmation of the method of integration.

Diamond

Ruby package + Employer protection insurance scheme

Coupled with our Ruby package which provides you with the helpline service and up to date employment documentation, for a set monthly fee based on your non-director payroll you can insure against the risk of litigation in the Employment Tribunal.

Through our insurance provider we are able to offer you employer protection insurance which in most circumstances will pay our legal fees (you will be liable for the VAT) to represent you at the Employment Tribunal and will also pay most settlement sums agreed with the employee or compensation payments awarded by the Tribunal.

Involvement in and claiming on the scheme will obviously be subject to the terms and conditions of the insurer, as with all insurance policies, and details of the policy will be provided before you decide whether you want to proceed.

With details of your non-director payroll we will be able to provide you with an annual quote (including insurance premium tax), which is paid monthly and added to the RUBY package monthly cost.



Employment Law Support Service



Call us today on 01745 536030

Specialist, Commercial, Equitable

We at Mackenzie Jones offer businesses a specialist employment law service which deals with both the procedural needs of managing staff and at the same time provides sound, commercial advice which seeks to deliver what you want to achieve.

As lawyers we are in the business of offering a specialist service, and at Mackenzie Jones we are aware that the traditional hourly charging rate for fees needs to be set adrift where appropriate. That is why we have fixed our fees for our EMERALD, RUBY AND DIAMOND packages. As compared to an hourly rate for experienced solicitors we hope you agree the pricing is extremely competitive.

Dealing with an employment dispute at an Employment Tribunal can be expensive for a business. Legal fees build up and there are invariably risks in litigation meaning that there is always a prospect of having to pay a settlement sum or an award from the Employment Tribunal. Our DIAMOND package includes insurance cover provided by a reputable and experienced insurance provider.

This insurance is intended to not only cover your legal costs of dealing with an Employment Tribunal claim but also any reasonable settlement or adverse award made against you.

Alternatively, our EMERALD and RUBY packages offer a set monthly cost for our helpline service (EMERALD) together with your employment documents being up-to-date (RUBY). You can gain the advice you need in advance of issues arising and have the documents to support the advice.

The monthly fees will depend on the size and nature of your business and we are very happy to discuss your business and its requirements with you with a view to then providing a quotation.

Emerald

Specialist commercially aware advice line.

Advice on all general day to day employment matters that arise within your business up to the issuing of a claim in Court or a Tribunal.

This includes unlimited access to specialist employment law solicitors who will advise you of all the procedural steps you may need to take when dealing with your staff. Further to this our solicitors will also provide commercially aware advice and work with you to achieve the conclusion you wish to any problem faced.

The advice can be offered via telephone or email, and where appropriate, in person. In addition the solicitor will help draft any letters and documents necessary during the procedures being undertaken for you.

It is important to understand that there is no extra charge for contacting the solicitors/receiving advice/receiving documents drafted. All of this is covered within your monthly payment.

(This cover does not include advice in respect of matters issued at Court or in the Employment Tribunal, transfer of undertakings matters, redundancy procedures relating to more than 5 employees, compromise agreements or any other specific projects/matters which would not be deemed 'general day to day' advice. For any of those matters Mackenzie Jones will happily still advise and assist, however separate fees will need to be paid. We will discuss these fees in advance with you before undertaking any work so you are aware what charges will be incurred).

Emerald

Employment law advice line

- Specialist
- Unlimited access
- Commercial approach

Ruby

EMERALD package + fully maintained documents

- New/amended documents
- Annual audit
- Updated documents

Diamond

RUBY package + employer protection insurance scheme

- Legal fees covered
- Settlements covered
- Awards covered

For more information and advice, call our expert team today on **01745 536030**