

Elements of the employment contract

Checklist

What must be included in an employment contract? What should you (client) certainly not forget? This checklist reviews the most important elements.

Looking for model agreements? Consult the [FPS Work website](#) or your payroll services firm.

Certain information must always be stated in the employment contract:

- ✓ Name and address of employee and employer;
- ✓ The type of contract: indefinite term, fixed term, part-time, replacement contract, student job ...;
- ✓ The date employment commences;
- ✓ If it concerns a fixed-term employment contract: the end date of the contract;
- ✓ The place of employment;
- ✓ The nature of the work;
- ✓ The wages;
- ✓ Any bonuses or other benefits (luncheon vouchers, company car ...);
- ✓ If a probationary period is included: a probationary clause (only for student work, temporary work and employment contracts concluded before 1 January 2014);
- ✓ If it concerns an employment contract for part-time work: the work regime and working schedule.