

## Employment Helpline

Employing staff is not always plain sailing, and you may need a little assistance from time to time, but you won't want the worry that you are being charged by the minute for every query. For a fixed monthly fee we provide helpline assistance on the full range of employment law issues, from recruitment to dismissal. We can advise you how to deal with performance, disciplinary and sickness issues; assist you with contracts, policies and procedures; help you to dismiss fairly and to defend Employment Tribunal claims robustly or settle them effectively.

### Our Helpline Packages

#### Package 1

- Telephone or written assistance of up to 12 hours per year (with a maximum of 2 hours in any one month, and anything in excess of this charged at discounted hourly rates)
- An in-house 3 hour seminar or troubleshooting session (tailored to meet your requirements) OR 4 additional hours' helpline assistance
- 5% discount on hourly rates for employment work outside of the helpline arrangement
- Bi-annual 1 hour review meetings
- Newsletter articles and email updates

Package cost: £250 per month (plus VAT)

#### Package 2

- Telephone or written assistance of up to 25 hours per year (with a maximum of 4 hours in any one month, and anything in excess of this charged at discounted hourly rates)
- An in-house 3 hour seminar or troubleshooting session (tailored to meet your requirements) OR 4 additional hours' helpline assistance
- A review of your standard employment contract, with a report on recommended changes
- 8% discount on hourly rates for employment work outside of the helpline arrangement
- Bi-annual 1 hour review meetings
- Newsletter articles and email updates

Package cost: £500 per month (plus VAT)

## What Our Clients Say

*“extremely helpful and pragmatic .... The advice has proven invaluable”*

HR Manager of East Sussex business with 300 staff

*“We would highly recommend the team”*

Commercial Director, London business with 50 staff

*“Consistently excellent level of service”*

Headmaster of Independent School in West Sussex

*“provided no-nonsense, commercial advice on a wide variety of employment issues”*

Financial Director, Car Retailer located throughout Sussex with 350 staff

## Why Use Us?

- We are a known, local and trusted firm who care about our reputation
- We are all qualified solicitors with 6 years' experience or more
- We allocate a team member as your solicitor who will get to know your business and will be your main contact
- You also have the opportunity to meet the rest of team who will deal with your queries if your first contact is unavailable
- As this is not an insurance-backed product, we are not answerable to an insurance company, so we give you advice that is best for your organisation, rather than advice that protects third party interests
- Our bi-annual reviews provide the opportunity for feedback to ensure that we are doing everything we can to meet your business needs
- We are flexible in our approach and can tailor our packages to suit you



**Samantha Davis, Partner**



**Cathy Hoar, Associate**



**Amy Richardson, Solicitor**

Find out more

Contact **Samantha Davis** on **01273 403256** to arrange a discussion about your organisation's needs, without obligation.

[www.adams-remers.co.uk](http://www.adams-remers.co.uk)