

## **Item 10 (i) Question Time**

### **Response to Councillor Dave Fallows from the Convener**

All employees of the Council should be issued with a written contract of employment within 8 weeks of commencing employment.

The only exceptions are employees who are classified as 'casuals' i.e. they are employed "as and when required".

It is the responsibility of Service Managers to inform their Service Administrators and Personnel when there is a change in staffing so that the appropriate paperwork can be issued.