



RUBRIC
LAW

Employment Pricing

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Employment law is ever-changing and we understand that you need efficient legal advice that supports you and/or your business. Our advice is delivered in an engaging and supportive way, working alongside other Practices in the business where necessary.

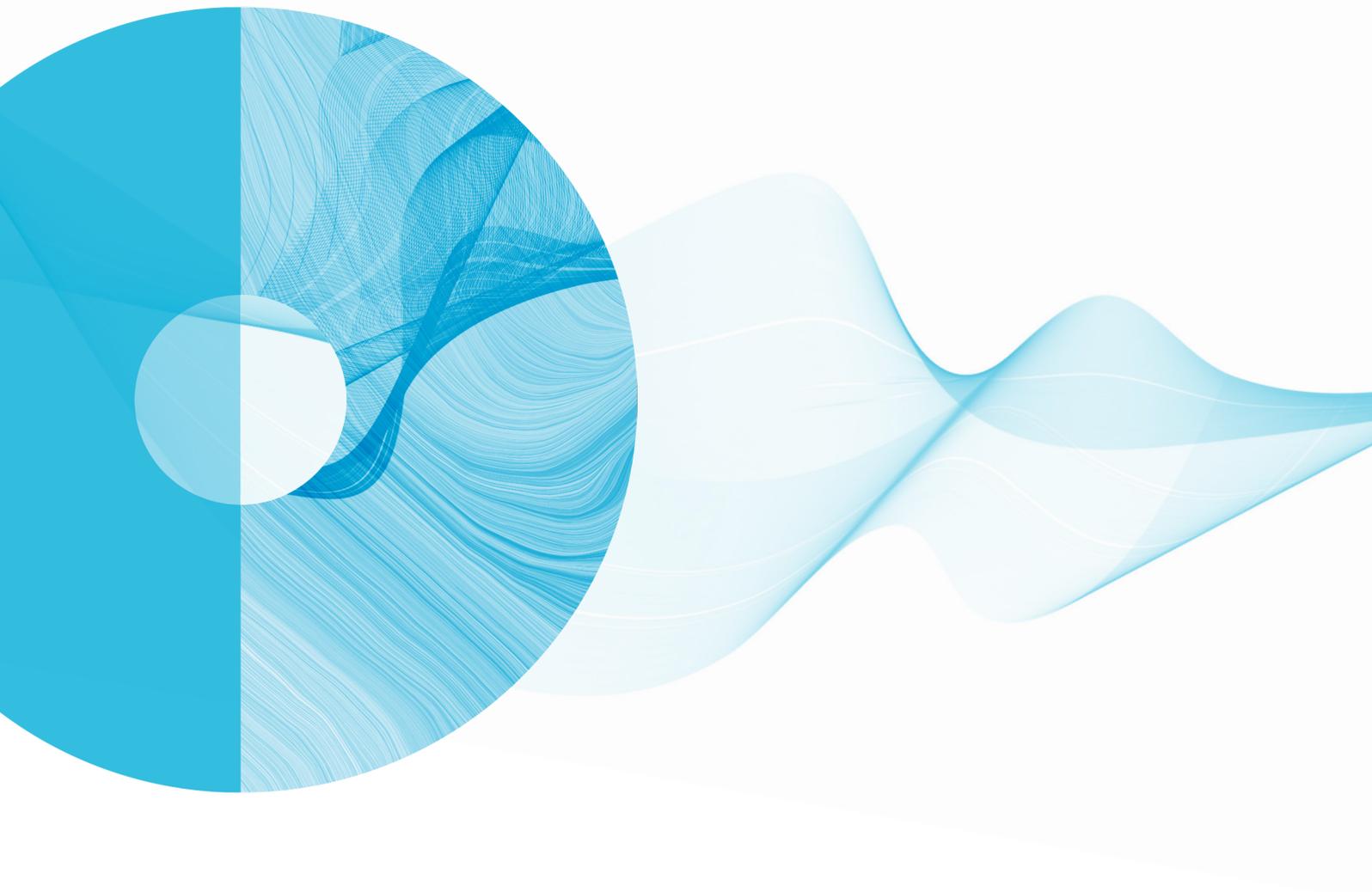
We offer three ways that you can access the advice you need:

- **Aspect HR.** A subscription model for ongoing HR and legal support. Your package includes a set number of hours and additional on-call support should you need it.

- **Rubric on-call.** A traditional legal-support model. Engage the Rubric employment team when you need us.

- **Personal advice.** Adhoc consultancy when you need it most. Rubric typically deals with businesses, but our team support you as an individual when employment issues affect you, such as discrimination, dismissal, grievances or disciplinary.

Our Employment Practice is made up of qualified solicitors, with the support of experienced paralegals. Managing Director supervises all employment solicitors and paralegals and is the Head of Employment at Rubric.



Our standard services and fees

Every matter is dealt with individually, including a bespoke communications plan created from our unique Communications Charter. Our standard services and prices are outlined below as a guide.*

Service	Detail	Price
Contracts (employment and consultancy)	<p>Includes:</p> <ul style="list-style-type: none"> • Employees rate of play; • Place of work; • Holiday entitlement; • Pension entitlement; • Notice period; • Any restrictive covenants that may apply. 	<p>£500 (standard time to complete 4 hours)</p>
Employee handbook	<p>Includes:</p> <ul style="list-style-type: none"> • Dress code; • Equal opportunities; • Anti-harassment and bullying; • Holiday information; • Health and safety; • Disciplinary procedures; • Grievance procedures; • Sickness absence; • Whistle blowing; • Maternity/paternity/adoption policy; • Any additional policies needed. 	<p>£750 (standard time to complete 5 hours)</p>
Settlement agreement (reviewing only)	<p>Includes:</p> <ul style="list-style-type: none"> • Reviewing agreement and recommending any changes • Working with the other party on amendments until both parties are satisfied • Signing completed agreement 	<p>£1,200 (standard time to complete 8 hours)</p>

* Our solicitors may need to charge for additional work that is required outside of the quoted fee. Any additional fees will be charged at our standard hourly rates and will be confirmed to you prior to any work being undertaken. For reference, our hourly fee structure is provided below.

Additional services

We also advise on a range of employment matters, including:

- ACAS proceedings and employment tribunal procedure;
- Business reorganisations and restructurings (including redundancy);
- Disciplinary issues, grievances and dismissals;
- Health and safety at work;
- Tax and employee incentives;
- Trade union recognition;
- Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE);
- Unfair dismissal.

Our hourly fees

If instructing us via our on-call or personal advice approach, our fees as standard are outlined below.

Fee Earner	Hourly rate
Director and Head of Department	£260
Senior Associate	£210 - £250
Associate	£170 - £210
Solicitor	£130 - £170
Trainee Solicitor	£110 - £130

If your matter includes litigation that proceeds to court, there will be additional court and barrister fees, discussed in the next section.

Litigation

We will represent you in defending/pursuing a claim presented in the Employment Tribunal. Initially, we will review and assess your prospects of successfully defending/pursuing this claim against you. We will provide you with a letter confirming the details of our assessment, an explanation of the law and settlement advice (if necessary).

Following this we will issue a claim in the Tribunal (particulars of complaint) or respond to the claim against you by drafting an ET3 form, containing details of the background of the dispute and presenting your rebuttal to the Tribunal. Once this has been submitted a hearing date will be arranged. We will provide you with a confirmation of the next steps at this time but generally speaking the subsequent stages of the proceedings will be as follows:

- Schedule of Loss;
- Exchange the documents which are relevant to the claim and which we intend to rely upon. We will assist you in preparing, reviewing and organising them into an Index;
- Preparation of the bundle of documents;
- Witness statements;
- List of Issues detailing what legal aspects will be covered during the hearing;
- Hearing preparation including, appointing a barrister (after consultation with you) to represent you at the hearing a present your case to the Tribunal. After the hearing we will arrange a meeting to discuss the outcome.

At any time throughout the process, we can instigate proceedings to resolve the dispute prior to the hearing date with what is known as a Settlement Agreement. We will negotiate a settlement based upon your instructions. We will then draft or review any proposed agreement and provide you with our advice on the implications of the terms.

Please note, the above timeline is an estimate only. The Tribunal may require for us to complete different and variant tasks in order to help them determine the outcome for the case. As such it is difficult to give you an overall quote when the Tribunal proceedings are ever changing. However, we will keep you up to date with the costs and will let you know what steps we need to undertake as soon as possible.

Our fees

The cost of a claim depends on several factors, most importantly being the stage at which it settles. The majority of our cases settle early and often well in advance of an employment tribunal hearing or even before a tribunal claim has to be submitted. In these cases, the employer will usually pay some or all of the legal fees as part of the terms of settlement.

- Simple cases start from £2,000 with average case costs of £3,000-£7,000.
- Medium complexity cases start from £3,000 with average costs of £7,000-£15,000.
- High complexity case start from £7,000 with average costs of £15,000-£30,000.

All costs plus VAT at 20%.