



# NERA

National Employment Rights Authority

## Contact Details

NERA National Employment Rights Authority,  
O'Brien Road, Carlow.  
Telephone: (059) 917 8800, Fax: (059) 917 8912  
**Log onto [www.employmentrights.ie](http://www.employmentrights.ie)**

## Information Services

Telephone: (059) 917 8990, Lo-Call: 1890 80 80 90  
Fax: (059) 917 8909  
**Log onto [www.employmentrights.ie](http://www.employmentrights.ie)**

## NERA Inspection Services

Telephone: (059) 917 8990  
Lo-Call: 1890 220 100  
**Log onto [www.employmentrights.ie](http://www.employmentrights.ie)**

## NERA Enforcement & Prosecution Services

Telephone: (059) 917 8890  
Lo-Call: 1890 220 200  
**Log onto [www.employmentrights.ie](http://www.employmentrights.ie)**

Callers should note that the rates charged for the use of 1890 (Lo-Call) numbers may vary among different service providers.



An Roinn Fiontar, Trádála agus Fostaíochta  
Department of Enterprise, Trade and Employment



# Guide to Inspections



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## About NERA

NERA's mission is to achieve a national culture of employment rights compliance.

### Information

NERA provides impartial information on a wide variety of employment rights legislation to employers and employees by telephone, in writing, by email and through ongoing public awareness programmes. NERA also provides an extensive range of explanatory leaflets and a comprehensive Guide to Labour Law.

### Inspection

NERA is responsible for monitoring a range of employment rights in Ireland through its Inspection Service. The inspectors operate in a fair and impartial manner, carrying out inspections throughout the country. These inspections arise as a result of complaints received of alleged breaches of employment rights, as a result of targeted inspection campaigns and as a result of routine inspection enquiries.

### Enforcement and Prosecution

Where evidence of non-compliance with employment rights legislation is found, the inspector's main priority is to have the matter rectified. In some cases prosecutions can be initiated against the employer. NERA will also, in certain circumstances, pursue the enforcement of awards made by the Labour Court, the Rights Commissioners and the Employment Appeals Tribunal.

## Summary of Inspectors' Powers

In general Inspectors have the following powers under legislation:

- To enter any premises at a reasonable time
- To demand sight of records
- To inspect records
- To take copies of records
- To interview and require information from any relevant person

## Records to be made available for Inspection

*The following list sets out the standard records which an inspector will require access to during the course of an inspection: -*

1. Employer Registration Number with the Revenue Commissioners.
2. List of all employees including: full name, address and PPS Number for each employee (full-time and part-time).
3. Terms of employment for each employee.
4. Payroll details (gross to net, rate per hour, overtime, deductions, shift and other premiums and allowances, commissions and bonuses, service charges, etc.).
5. Evidence that the employer has provided payslips to staff.
6. Employees' job classification.
7. Dates of commencement and where relevant, termination of employment.
8. Hours of work for each employee (including starting and finishing times).
9. Register of employees under 18 years of age.
10. Whether board and/or lodgings are provided and relevant details.
11. Holidays and Public Holiday entitlements received by each employee.
12. Any documentation necessary to demonstrate compliance with employment rights legislation.

*Additional records may be required to be held depending on the sector/business involved.*

For more information see [www.employmentrights.ie](http://www.employmentrights.ie)