

## JACS1 Settlement Agreements – Purpose & Process

### What is a JACS1 Settlement Agreement?

A **JACS1 Settlement Agreement** is a formal document prepared by JACS (Jersey Advisory and Conciliation Service) based on information provided by an employer.

- It outlines the **terms offered to an employee** when ending their employment.
  - If the employee **accepts and signs**, they **waive their right to bring a Tribunal claim** relating to the matter.
  - It can only be used for claims falling under **employment or discrimination legislation** that could be heard by the Tribunal.
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### When Should a JACS1 Be Used?

A JACS1 is typically used when:

- An employer decides to **terminate employment without following a full fair process** (e.g. disciplinary or redundancy procedures).
- This situation creates a **risk of an unfair dismissal claim**.

In such cases:

- The employer may offer compensation (often aligned with potential Tribunal awards).
  - A JACS1 agreement formalises this offer and settlement.
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## The Process

### 1. Employer Request

- The employer completes a **JACS1 pro-forma request form** (available from JACS).
- This includes:
  - Payment amounts
  - What each payment covers
- The employer must also provide a **termination letter**.

### 2. Drafting

- JACS drafts the agreement.
- This normally takes **up to 3 days**, depending on workload.

### 3. Employer Review

- The draft is sent to the employer for **review and confirmation**.
- Once approved, JACS issues the **final version**.

## 4. Employee Notification

The employer must:

- Provide the employee with:
  - The **JACS1 agreement**
  - A **termination letter** (within 7 days of leaving)
- Inform the employee that:
  - Their employment has ended
  - They must contact JACS to arrange an appointment before signing
  - Please bear in mind that there may be a delay due to JACS availability at busy times

 Important:

JACS does **not** terminate employment—the employer is responsible for this.

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### Appointment with JACS

- The employee attends a meeting with a **conciliation officer**, who:
  - Explains their **legal rights**
  - Answers questions about the agreement
- If the employee agrees:
  - They sign the JACS1
  - JACS sends it back to the employer for **final signature**

 Tip:

Do not direct the employee to a specific JACS officer—this can delay scheduling. Any officer can assist.

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### Important Consideration

- There is **no obligation** for the employee to sign.
  - If they choose not to:
    - They can proceed with a **Tribunal claim**.
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### Key Takeaway

A JACS1 agreement provides a **structured, legally recognised way to settle a potential employment dispute**, but it **relies entirely on voluntary agreement by the employee**.

