



## MAIN TERMS OF EMPLOYMENT

### NAME

\_\_\_\_\_

### JOB TITLE

\_\_\_\_\_.

### EMPLOYER

\_\_\_\_\_ (church name & address).

### PLACE OF WORK

Your normal place of work is \_\_\_\_\_ (location). Please note that you may be required to work at other locations within the area on a temporary or permanent basis as reasonably requested.

### EMPLOYMENT DATES

Your appointment is effective from \_\_\_\_\_ (date).

### PROBATIONARY PERIOD

Your appointment will be reviewed towards the end of \_\_\_\_\_ months and confirmed if your performance and conduct meets our standards.

### SALARY

Your salary will be £\_\_\_\_\_ per year which will be paid monthly by the end of each month in arrears and reviewed annually.

### HOURS OF WORK

You will work part time \_\_\_\_ hours per week, Sunday to Saturday at the following times-----on these days-----or as agreed with your line manager. However, a flexible approach is necessary and you will be expected to work such additional hours as may be required to carry out your duties. You are not eligible to overtime payments but may take time off in lieu with prior permission of your line manager.

### ANNUAL HOLIDAY

The holiday year runs from \_\_\_\_\_ (dates). Your annual holiday entitlement is 4 weeks' per year excluding public holidays pro rata to full time as per the table below:

Days worked p.w.	Annual holiday entitlement, including public holidays
4	22.4
3	16.8
2	11.2

More information is given about holiday entitlement in the Employee Handbook.

### SICK ABSENCE AND PAY



If you are unable to come to work due to sickness on a day you would normally work, you must contact your line manager as early as possible (preferably before you are due to start work). You will need to complete a Self Certification Form for any absence up to 7 days and provide a Fitness Note from your doctor on a regular basis for any absence after this. You may be entitled to Statutory Sick Pay although this is not payable for the first three days of absence and is dependent on your earnings as a part-timer. Please refer to the Employment Handbook. You are eligible to occupational sick pay after completion of your probationary period subject to compliance with the absence reporting and medical certification rules in the Employment Handbook.

**CODE OF CONDUCT**

A high standard of Christian behaviour is required in respect of your duties.

*delete if it is not an occupational requirement for the role to be filled by a Christian and insert the following:*

You are expected to be in sympathy and respect the church's Christian ethos.

**NOTICE PERIOD**

One weeks' written notice is to be given either by you or the church in your probationary period. After the completion of your probationary period 4 week's notice will be given. Your employment may be ended without notice if you are dismissed for gross misconduct.

**DISCIPLINARY & GRIEVANCE PROCEDURES**

Details of our procedures, which are non-contractual, are given in the Employee Handbook.

**OTHER TERMS**

Further information about your employment is given in the Employment Handbook. .

You are expected to abide by a number of policies and procedures mentioned in the Employment Handbook. These procedures can be amended from time to time to reflect operational, policy or legal changes.

The applicable law of this contract is the law of England and Wales, and it shall be heard exclusively before the Courts of England and Wales.

'I have read, understood and accept the terms of this employment<sup>1</sup>'

Signature:	Date:
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Please sign both copies, keep one for your own reference and return one to your line manager.

<sup>1</sup> The information contained here and in your Letter of Appointment, form the documents that represent your contract of employment as required under the Employment Rights Act 1996 and other subsequent employment legislation.

