



STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

From:

To:

Date:

Dear

In accordance with the Employment Protection (Consolidation) Act 1978 as amended, I give below a statement of the main terms and conditions, which govern your employment with the Archdiocese of Southwark, hereinafter referred to as 'the Employer'. This document, together with any other documents to which it refers, and any additional documentation, which may, from time to time be provided to you, forms your contract of employment. The offer is subject to:

- Satisfactory completion of a probationary period (see below)
- Proof of your permission to work in the UK (eg EU passport)
- Receipt of satisfactory references
- Satisfactory DBS disclosure if required

This Statement of Terms and Conditions of Employment is correct as at

1. COMMENCEMENT/CONTINUOUS EMPLOYMENT

Your employment in this role will commence onThis is also the start of your period of continuous employment.

This is a fixed term contract which will automatically expire on <date> unless either terminated early in accordance with the provisions of section 9 below or extended/made permanent by mutual agreement.

2. JOB TITLE

You will be employed as and your key responsibilities are detailed in the attached job description.

However, you may be required to carry out any other reasonable duties falling within your capabilities should the needs of the Employer so require.

3. PROBATIONARY PERIOD

This role is subject to the satisfactory completion of a month probationary, after which your appointment will be confirmed. We reserve the right to extend the probationary period if we deem it to be necessary.



4. LOCATION

Your normal place of work will be

.....

However, we reserve the right to request that you work at an alternative location within daily travelling distance of the above address, should it so require.

5. HOURS OF WORK

Your normal hours of work will be **<number>** hours per week. This will usually be –

.....

In addition you may, from time to time, be requested to work overtime to meet the demands of the organisation.

6. PAY

Your rate of pay will be £..... per as at the date of this statement. Payment is made monthly in arrears by direct credit transfer to your Bank or Building Society account.

7. HOLIDAYS

Your annual paid holiday entitlement will be days per annum, **including** public holidays. This is based on the full time equivalent of 28 days per annum **including** public holidays.

To work out part time holiday entitlement it is easiest to work on the number of days a week the employee works. Full time would be 5 days a week. So if someone works say 3 days a week, they would be entitled to 3/5ths of the full time entitlement. $3/5 \times 28 = 17$ days per annum (rounded to the nearest whole figure) including public holidays. This is the minimum entitlement and you can provide more if you wish. You can also require employees to take some of their holiday at specific times – eg if you close the office between Christmas and New Year you can ask them to retain however many days are needed for that period. If you do wish to do this you must tell them at the start of the holiday year if they need to retain any holiday for later in the holiday year.

The holiday year runs from January to December and if you leave during the holiday year your entitlement will be calculated on a pro rata basis for each completed month of service and will be rounded up to the nearest whole day.

All holidays must be agreed in advance and you must comply with all policies and procedures relating to taking holiday entitlement.

8. SICKNESS AND ABSENCE

If you are unable to report to work due to sickness, injury or any other reason, you or someone acting on your behalf must notify your Manager directly by no later than



0930am on the first day of absence. Please make every effort to speak directly to your Manager rather than leaving a voice message. If you are unable to speak to your Manager please speak to another member of staff if possible.

On return to work a Self Certification Form must be completed if the absence is between 3 – 7 days, including weekends.

If the absence extends beyond 7 days (including weekends), a medical certificate must be submitted and further medical certificates will be required in respect of prolonged absences. One certificate must also indicate your fitness to return to work.

In the case of prolonged or recurrent sickness or injury absence, we may require medical certificates for shorter periods of sickness and/or we may require you to see a Doctor of our choice to ascertain your fitness to perform the job for which you were employed.

If you are absent due to sickness or injury Statutory Sick Pay (SSP) will be payable in accordance with the provisions of the scheme. The Diocese operates a Sick Pay Scheme in accordance with the details shown below. Subject to the sole discretion of the Diocese to vary the following provisions, entitlement to occupational sick pay covers permanent employees only who have completed six months continuous service and who have successfully completed their probationary period.

Length of Service	Sick Pay
Less than 6 months' service	Nil
6 – 12 months' service	2 weeks on full pay + 2 weeks on half pay
1 year – 2 years' service	6 weeks on full pay + 6 weeks on half pay
Over 2 year's service	12 weeks on full pay + 12 weeks on half pay

We reserve the right to terminate employment on the grounds of ill health in cases of continued sickness absence, which have reached 6 months.

9. TERMINATION

Both parties are required to provide to the other, in writing, the following periods of notice to terminate employment:

- for employees with a period of continuous employment of up to 2 years - one week's notice
- for employees with a period of continuous employment between 2 and 12 years - one week's notice for each year of service
- for employees with a period of continuous employment of more than 12 years - at least 12 weeks' notice

If we are unable to provide you with the required notice period you will be paid in lieu of the outstanding notice period.



10. DISCIPLINARY AND GRIEVANCE PROCEDURES

The disciplinary and grievance rules that apply to you in your employment are set out in the Staff Handbook. It is in your interest to make yourself aware of the rules that, amongst other things, indicate offences that could result in dismissal. If you are dissatisfied with any disciplinary action that affects you, you may appeal against the decision as indicated in the rules.

11. HEALTH AND SAFETY

You are required to take all reasonable steps to safeguard your own health and safety and that of other staff and visitors or any person who may be affected by your actions. You must co-operate with Management and other authorised persons to ensure that the statutory requirements and the Employer's rules in this respect are complied with.

12. PERSONAL PROPERTY

Management does not accept responsibility for any loss or damage to the personal property of members of staff. You are advised to safeguard your property and to take out an appropriate insurance policy.

13. RETIREMENT AND PENSION

There is no longer a default retirement age of 65 from employment in the Diocese. This means that employees can keep working for as long as they wish (unless they are on a fixed term contract in which case their end date will be specified) and are able to do so. However, we recognise that not everyone will want to work indefinitely and so will meet, at least once a year, with all staff once they have reached State Pension Age, in order to keep on top of retirement plans.

We currently participate in the National Employment Savings Trust (NEST), full details will be provided on joining.

14. CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT

Any changes to the terms and conditions of your employment will be communicated to you in writing or exhibited on the notice board within one month of the change.

15. PERSONAL DETAILS

You must notify your Manager of any changes in your personal details, e.g. address, next of kin, national insurance status etc. so that records can be kept up to date.

16. COLLECTIVE AGREEMENTS

There are no collective agreements that affect your employment.

17. EQUIPMENT

If, in the course of undertaking your job, you are required to use any special equipment, it is essential that you do so in accordance with the manufacturer's instructions, professional qualification and any training that you have been given.



The Employer accepts no liability for any injury or loss sustained as a result of failure to use such equipment properly.

18. OTHER EMPLOYMENT

It is a condition of employment that you seek our agreement to undertake work outside of this role whilst you are an employee of the Archdiocese. Whilst it is not our intention to prevent our staff from undertaking other work, we reserve the right not to agree if we feel that the additional work would adversely affect your performance whilst working for ourselves or may result in a breach of the Working Time Regulations.

19. NO SMOKING POLICY

We operate a No Smoking Policy, which prohibits smoking within any of our buildings. If you wish to smoke, you must do so outside and away from areas where parishioners, users of our services, visitors or any others associated with the Diocese, may congregate.

20. CONFIDENTIALITY

In accepting a position within the Diocese of Southwark you are agreeing to keep confidential all sensitive information that you may come across about the organisation, its employees, members of the clergy, parishioners and other associated organisations or people both during and after your employment with the Diocese. This applies in all cases except under the Confidential Reporting Policy or where required to do so by a legitimate third party – eg the police.

21. TRAVEL

Should you travel on Diocesan business we would prefer, where possible, that you travel by public transport and we will reimburse standard fares on the production of a valid receipt. If this is not possible and you need to use your own car on Diocesan business you will be reimbursed at the current mileage allowance rate. All travel must be pre-approved by your manager.

22. MISCELLANEOUS

Other policies and procedures that apply to your employment may be issued from time to time. Please familiarise yourself with these as they will also form part of your contract of employment.

Yours sincerely

On behalf of the Archdiocese of Southwark



ACCEPTANCE FORM

I accept the position offered on the terms and conditions detailed in the Statement of Terms and Conditions of Employment.

Signed:

Date:



REFEREE FORM

Please provide the names and contact details of two referees, one of whom must be your current or most recent employer. Return of this form will be regarded as provision of your authority for us to contact them. All information received from your referees is for our internal use only and will be treated in the strictest confidence.

First Referee

Name:

Job Title (if applicable):

Company Name (if applicable):

Address:

Tel:

Email:

Second Referee

Name:

Job Title (if applicable):

Company Name (if applicable):

Address:

Tel:

Email: