

WARWICK ROAD UNITED REFORMED CHURCH

EMPLOYMENT POLICY AND PROCEDURES

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1. POLICY STATEMENT

- 1.1 WRURC aims to be a good employer, offering equal opportunities for recruitment, fair and transparent terms and conditions of employment and encouragement and support for the personal development of staff.

2. PROCEDURES

2.1 Recruitment of Salaried Staff

2.1.1 General

- i) There will be a job description for all salaried posts: its wording will be unambiguous, easily understood and contain a statement on equal opportunities.
- ii) There will also be a personal specification associated with the job description for all salaried posts, and will link specifically to the tasks identified.
- iii) The experience, qualifications, personal qualities and attributes listed will be justifiable. Where qualifications are asked for the words "or relevant" must be added.
- iv) Where required under the Children Act 1989 and Children Act 2004 (or subsequent legislation) clearance will be sought through the Vetting & Barring Scheme (VBS) (or subsequent procedure / organisation).

2.1.2 Advertising

- i) All new or vacant posts will be advertised unless there are particular circumstances where this is infeasible or inappropriate (such as assisting in furthering the aims of WRC in its development of closer working relations with other churches).
- ii) Advertisements will be brought to the attention of the widest range of people possible using all the most appropriate means. Consideration should be given to ensuring that particular groups of people are not excluded.
- iii) The wording of advertisements will be unambiguous and easily understood. Equal Opportunities Policy, salaries, job title, hours of work and brief job description must be clearly stated.
- iv) Salaries will be stated in monetary terms.

- v) Only those requirements / criteria which are relevant to the job should be included.
- vi) The closure date for receipt of applications will be clearly stated and will allow a reasonable time for response.

2.1.3 Interviewing

- i) The Interview Panel will, as far as is possible, reflect a varied perspective, having regard to gender, ethnicity, disability, etc., and be familiar with the Equal Opportunities Policy.
- ii) Where shortlisting is necessary, all members of the Interview Panel will be involved.
- iii) Reasons for decisions made will be recorded. These records, together with the applications, will be kept for three years. For the person appointed these records, together with the person's application, will be kept for the duration of the appointment and for three years after that person ceases to be employed by the Church. All these records and applications will be kept securely and under confidential cover.
- iv) All candidates will be notified of the outcome of their applications as soon as possible, allowing time for references to be obtained.

2.1.4 References

- i) Applicants will be asked to supply the names of two referees. Family members will not be acceptable.
- ii) References will be requested only for those candidates being considered for an offer of appointment. Usually references will be taken verbally and a contemporaneous note taken, dated and retained, together with the records referred to in 2.1.3 iii).

2.1.5 Complaints

- i) All complaints regarding the selection and appointments procedures will be received with courtesy and taken seriously in accordance with the Complaints Policy.
- ii) When a complaint is received by telephone it may be possible for the most appropriate person present to resolve the matter informally, but a contemporaneous note must be taken, dated and filed with the other interview notes as in 2.1.3 iii).

- iii) Otherwise complaints will be considered by the Chair of the Interview Panel and one other member of the Panel. Whenever possible a response will be made within ten working days.
- iv) All complaints will be recorded, dated and filed with the other records as in 2.1.3 iii). The Church Secretary or Chair of Trustees will be informed and will report to the Trustees at their next meeting.
- v) Should the Chair of the Interview Panel and the other member of the Panel be unable to resolve the complaint, or where it is considered to be of a sufficiently serious nature, the Chair of Trustees will convene a panel of not less than three Trustees, none of whom have been involved in the appointments procedure, who will thoroughly investigate and respond to the complaint. The result will be recorded in writing, dated, served on the interested parties, and a copy placed with the records as in 2.1.3 iii).

2.2 **Contract of Employment**

- 2.2.1 All salaried staff will have a contract of employment which will include:
 - i) a job description as described in 2.1.1 . i);
 - ii) a statement that the employee may be required to assume additional responsibilities appropriate to his/her expertise and qualifications commensurate with the needs of the Church. Appropriate training will be given;
 - iii) the starting salary and scale;
 - iv) arrangements for salary payments. This will normally be monthly by BACS transfer to a personal account;
 - v) the probationary period. This will normally be six months, with an initial review after two months. (This does not include the Minister.);
 - vi) the hours of work. There may be circumstances where, by mutual agreement, it is necessary to vary or extend the hours of work in order to maintain essential services;
 - vii) arrangements for Time Off in Lieu (TOIL). Normally when extra hours are worked as in vi) above TOIL will be allowed, subject to the agreement of your Line Manager. This will normally be taken within the leave year, any carry over being allowed only in exceptional circumstances;
 - vii) although flexitime working is not appropriate, by mutual

agreement and subject to the requirements of service provision, hours of work may on occasion be varied;

- viii) arrangements for overtime payments. When TOIL is not possible additional hours will be paid at the normal salary rate, except in circumstances agreed by the Church Centre Manager;
- ix) holiday entitlement;
- x) after satisfactory completion of the probationary period, if the appointment is terminated for any reason other than gross misconduct the period of notice will be one month in year one and two months thereafter. Where termination is contemplated the Line Manager will discuss the matter with the Chairman of Trustees and if thought necessary obtain legal advice before terminating the contract.

2.3 Induction

- 2.3.1 A period of induction, tailored to suit the needs of the post and the individual, will take place during the first week of employment.

2.4 Holidays

- 2.4.1 Leave Year. The Annual Leave Period is from 1 April to 31 March.
- 2.4.2 Normal holiday entitlement is 20 working days per leave year for full-time employees and pro rata for part-time employees.
- 2.4.3 Public Holidays. In addition to normal holiday entitlement, staff are granted all Public Holidays. One extra day is added to all Public Holidays, except New Year's Day and May Day, but these extra days will be incorporated into the annual leave entitlement and taken in accordance with the needs of the service. All such holidays are with pay. Part-time staff benefit only if the Public Holiday is otherwise a normal working day. This entitlement is calculated pro rata for part-time employees.
- 2.4.4 Part-Time members of staff will have the number of hours holiday entitlement proportionate to their normal hours of work.
- 2.4.5 New members of staff are entitled to a portion of their leave entitlement during their first leave year, based on the number of completed months of service at the time that leave is taken.
- 2.4.6 Entitlement to leave may be carried over from one leave year to the next up to a maximum in normal circumstances of five working days, at the discretion of the Chairman of Trustees.

- 2.4.7 Termination of Employment - All outstanding annual leave will be taken prior to the effective date of departure, except by mutual agreement when a balancing payment may be made.
- 2.4.8 Should a member of staff leave within a leave year having already taken leave in excess of accrued entitlement a financial adjustment may be made.
- 2.4.9 The timing of all annual leave and TOIL must be agreed by your Line Manager or Service Organiser, and take into account the consequences of your absence. The rights and obligations contained in Regulation 15(t) to 15(4) inclusive of the Working Time Regulations 1998 are excluded in accordance with Regulation 15(5) of the said Regulations.

2.5 **Special Leave Arrangements**

- 2.5.1 Sympathetic consideration will be given to any hardship, difficulty or special circumstances which might necessitate a request for absence from work on compassionate grounds, such as a medical appointment, bereavement or severe illness of a close relative or dependent.
- 2.5.2 Staff are expected to use their annual leave as far as possible for attending to personal affairs, but special leave may be allowed in exceptional circumstances.
- 2.5.3 Each request will be considered on its merits but the possibility of approval will be helped if as much advance notice as possible is given to your Line Manager or Service Organiser.

2.6 **Maternity Leave and Pay**

- 2.6.1 All staff are entitled to the minimum Statutory Rights.

2.7 **Parental Leave and Pay**

- 2.7.1 All staff are entitled to such parental leave as described in the Employment Relations Act 1999, subject to the terms of any order or regulations which may apply.

2.8 **Time Off for Public Duties**

2.8.1 Staff who hold certain public positions will be allowed reasonable time off with pay to perform duties associated with them where possible. This will be at the discretion of the Trustees and will take account of the effect of the person's absence on the satisfactory running of the organisation.

2.9 Trade Union Membership

2.9.1 All staff are free to join an appropriate trade union.

2.10 Absence Due to Sickness

2.10.1 Notification of absence from work owing to illness must be given to your Line Manager, Service Organiser or a senior member of staff as soon as possible on the first day of sickness.

2.10.2 For periods of absence/sickness of less than 7 days, staff are required to complete a Sickness or Injury Certificate form for their Line Manager or Service Organiser before they resume work. The form of the Certificate required is set out in Appendix 1.

2.10.3 Periods of sickness in excess of 7 days (day 8 onwards) must be covered by additional medical certificates, with a final medical certificate stating when work may be resumed.

2.10.4 If there are frequent or recurring periods of absence not covered by a medical certificate, the Administrator may require the person concerned to be examined by a doctor of his/her own choice.

2.11 Sickness Pay

2.11.1 In the first six months following appointment there will be no provision other than Statutory Sick Pay; thereafter the following provisions will apply in any one leave year.

Period Employed	Period on Full Pay	Period on Half Pay
6-12 Months	4 weeks	8 weeks
1 yr. - onwards	8 weeks	8 weeks

2.11.2 In all instances where full or half pay salary is paid during absence through illness this will be less any Statutory Sick Pay (SSP). Any deductions normally made from the salary of the individual will continue.

2.12 Pensions

- 2.12.1 All paid staff earning at or above the required threshold will have the opportunity to enrol in the adopted pension scheme which the Church uses, in compliance with the requirements of the Pension Act 2008 or successive legislation.

2.13 Staff Development & Performance Reviews

- 2.13.1 Each member of staff will be informed of the Church's priorities and targets for the year ahead and will be expected to participate in working towards their achievement.
- 2.13.2 All staff will receive regular supervision and periodic development reviews in order to monitor their performance in contributing to the service plan. These are positive exercises designed to encourage and assist staff in their professional and personal development.

3. Professional Conduct

- 3.1 All staff, both salaried and voluntary, have a responsibility to act in good faith and to promote the good name of the Church and its activities.
- 3.2 In order to ensure that the law is complied with at all times, that insurance policies are not invalidated and that all matters related to staff and visitors are conducted in a proper manner, all staff will be required to sign a declaration that they have read and will comply with the following policies and procedures:
- Health and Safety
 - Confidentiality
 - Equal Opportunities
 - Child Protection
 - Harassment at Work
 - Lone Workers
 - Use of Office Equipment for Private Purposes
 - Reimbursement of Travel and Other Expenses
 - Grievance
 - Disciplinary
 - Complaints.
 - Employment
 - Redundancy

The form of declaration is set out in Appendix 2

APPENDIX 1

SICKNESS CERTIFICATE

Surname First Name(s).....

Position

I hereby certify that I was unable to attend work:

From (date of first day of absence).....

to (date of last day of absence)
.....

because I was suffering from.....

.....

I am now fit to resume work.

Did you consult a doctor or attend a hospital? Yes.....
(please tick as appropriate)

No.....

If yes, please give name and address of the doctor or hospital:
.....

.....

Signed Date

Countersigned by Date.....
.....

Notes of discussion

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APPENDIX 2

DECLARATION

I (name).....declare that I have read the Policies and Procedures indicated by a tick in the boxes below, and agree to observe them and abide by them to the best of my ability.

- Employment Policies & Procedures
- Health and Safety
- Confidentiality
- Equal Opportunities
- Child Protection
- Harassment at Work
- Lone Workers
- Use of Office Equipment for Private Purposes
- Reimbursement of Travel and Other Expenses
- Grievance
- Disciplinary
- Complaints
- Employment
- Redundancy

Signed..... Date.....