

## STATEMENT OF MAIN TERMS OF EMPLOYMENT

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms in which XXXXXX PCC  
Employs

XXXXXX

Your employment began on XXXX date. No previous employment counts as part of your continuous period of employment.

If the job is for a fixed term you should state this here and say why eg current funding available.

**JOB TITLE** - put in title

### PLACE OF WORK

You will normally be required to work at the address of the office/church

### PROBATIONARY PERIOD

You join us on an initial probationary period of twelve working weeks. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. The PCC reserves the right not to apply our full contractual capability and disciplinary procedures during your probationary period and to pay in lieu of notice.

### HOURS OF WORK

15 hours per week example which may be worked flexibly by agreement

### REMUNERATION

Payment will be £ per year payable in monthly instalments on the XX of each month.

### ANNUAL LEAVE

Your leave year begins on 1<sup>st</sup> January and ends on 31<sup>st</sup> December each year. You are entitled to a pro rated entitlement based on the fte of 20 days ordinary leave and conditions relating to the taking of annual leave are shown in the Employee Handbook to which you should refer. Part year's service will be calculated based on the number of complete months worked.

In addition to the ordinary annual leave entitlement you are entitled on a pro rated basis to all Public and Bank Holidays with pay or alternative days as decided by us:-

- ✓ New Year's Day
- ✓ Good Friday
- ✓ Easter Monday
- ✓ The first Monday in May
- ✓ The last Monday in May/or early June as nationally set
- ✓ The last Monday in August
- ✓ Christmas Day
- ✓ Boxing Day

And the three days between Christmas and the New Year

\*Details of how to calculate part time employees leave are set out in the employment handbook to which you should refer.

**SICKNESS PAY AND CONDITIONS**

Conditions and procedures relating to the above are shown in the Employee Handbook to which you should refer.

**PROCEDURES FOR DEALING WITH CAPABILITY ISSUES AND THE RIGHT OF APPEAL**

Where these arise during the course of your employment, including dismissal on the grounds of capability, are shown in the Employee Handbook - to which you should refer.

**PROCEDURES FOR DEALING WITH DISCIPLINARY ISSUES, DISCIPLINARY DISMISSAL PROCEDURES, AND THE RIGHT OF APPEAL**

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with disciplinary issues and disciplinary dismissals are shown in the Employment Handbook – to which you should refer.

**GENERAL DISMISSAL AND APPEAL PROCEDURES**

These procedures are set down by statute and do not form part of your Contract of Employment. Should there be any change to the relevant statutory procedures or to the circumstances in which they apply then such changes will be taken into account. Additional procedures may be followed where appropriate to the circumstances of any particular case. Should you be dissatisfied with any decision to dismiss you under these procedures, you should apply, either verbally or in writing, to the Chair of the PCC within five working days of the decision you are complaining against.

**GRIEVANCE AND APPEAL PROCEDURES**

Should you feel aggrieved at any matter relating to your employment, you should, in the first instance, raise the grievance a member of the PCC. Further information can be found in the Employee Handbook. Full details are shown in the Employment Handbook to which you should refer.

**NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER** the statutory requirement.

**NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE** - 4 weeks.

**EMPLOYMENT HANDBOOK**

Full details of the Handbook is attached. Any changes or updating of policies (for example when there are new pieces of legislation etc) will be communicated to all employees. All employees are required to ensure that they keep themselves up to date with all policies and procedures. The policies and practices set out in the employment handbook do not form part of an employment contract of employment unless explicitly stated.

.....(Date)

For and on behalf of XXXXXX PCC

Employee ..... Date .....

A copy of this signed Statement will be kept on the personnel file.