

Contract of Employment April 2019

Post Holder:

Post Title:

Employed by: Churches in Croxley Green CIO

Base: Office at All Saints' Church Croxley Green and office at Croxley Green Baptist Church

Contract Type:

Hours: per week

Salary: per hour

Annual Leave: 25 days pro rata. The leave year for the purpose of calculations shall be from April 1st to March 31st.

Sick Pay: 13 weeks full pay, 13 weeks half pay pro rata

Duties of the post: As set out in the Job Description (attached)

Other Benefits:

A designated phone and laptop may be provided solely to enable you to perform the duties of your employment. Work related travel costs as per the Job Description.

Nationality:

This post is open to UK nationals, EU and certain non-EU citizens. Other nationals must be free from any restriction to reside or take up employment in the UK, in order to be considered for this post.

Notice Period:

The notice required to be given by the CIO or you to terminate your contract of employment will be three months, unless your employment is terminated by reason of gross misconduct.

Method of Payment

Monthly direct credit transfer in arrears into your nominated bank or building society account.

Line Management Arrangements

A line manager and spiritual supervisor are provided from amongst the Trustees of the CIO.

Grievance and Disciplinary/Dismissal procedure

The Grievance and Disciplinary procedures are attached but they do not form part of this contract and will be reviewed annually or at any other time deemed necessary.

The CIO may suspend you from work on full pay during disciplinary proceedings.

Statutory Maternity/Paternity/Adoption or Parental leave and Pay

If you or your partner becomes pregnant you may be entitled to statutory maternity/paternity or parental leave and pay. If you are adopting a child similar rights apply.

If you are the parent of a young child your employer has a duty to consider requests for flexible working.

Statements of Policy

You are required to comply with the organisation's Health and Safety policy, Equal Opportunities Policy and other written statements of policy published to you by the organisation from time to time.

Data Protection

In accordance with the General Data Protection Regulations (GDPR) we will collect, process and store some of your personal data. Details of types of data, purpose and legal basis for processing the data can be found in the Privacy Notice. You should read and familiarise yourself with the Privacy Notice and our Data Protection Policy, which can be found in All Saints Church.

This Agreement

This Agreement will be governed by the laws of England and Wales and the Courts of England and Wales will have exclusive jurisdiction to adjudicate any disputes arising under it.

This Agreement contains the whole agreement between you and the CIO in connection with your employment and supersedes any previous agreements made between you and the CIO.

Any variations to this Agreement must be in writing.

Acceptance of Terms of Appointment.

I accept and agree to abide by the terms of this appointment as stated in this document.

Signed:

_____ **Dated** _____

Print Name _____

Signed on behalf of the CIO

_____ **Dated** _____

Print Name _____