

Contract of Employment



1. Employer

You are employed by the Parochial Church Council (PCC) of St Matthew's, 1 St Matthew's Church, Church Lane, Harwell, Didcot, Oxon OX11 0EZ

2. Employee

[name]

[address]

3. Job Title

Your job title is Church Administrator and Personal Assistant to the Rector (maternity cover).

You are accountable to the Rector, Revd Dr Jonathan Mobey.

The duties which this job entails are set out in the job description attached to this statement. The job description may from time to time be amended by the employer and in addition to the duties set out you may be required to undertake additional or other duties as may be necessary, from time to time.

4. Date of Commencement

The date that your employment began was [date: March 2020].

This is a fixed term contract for maternity cover finishing end January 2021

The date that your continuous employment began was [date: March 2020].

5. Probationary period

You will have a probationary period of one month from the date of the commencement of your employment. During this probationary period your employment may be terminated by either the PCC of St Matthew's Harwell or yourself by giving one weeks' written notice or pay in lieu of notice. The probationary period may be extended if you are absent during the probationary period or if your performance is not satisfactory. Once the appointment is confirmed you will need to give one month's written notice to terminate this contract.

6. Place of Work

Your usual place of work is the Benefice Office, located at St Matthew's Church, Harwell. However, the right is reserved to change the location of this work base within a reasonable distance. You will be given a month's notice of this change where it is possible to do so.

Although on occasions you may be required to work elsewhere, you will not be required to work overseas.

7. Remuneration

Your basic gross salary will be [salary] per annum pro rata based on a 35 hour working week. You will be paid monthly, in arrears, by credit transfer into your bank or building society account. Payment will normally be made on the last day of each month (or the nearest working day).

8. Hours of Work

You are employed to work 20 hours per week. Your core working hours, based in the Benefice Office, will be across four weekdays, but in addition you will work from home one day a week, in order to deal with any urgent matters that may arise. Other work from home will also be possible with the prior agreement of your manager. You may occasionally work evenings or weekends by mutual agreement with your manager with time off in lieu. Overtime will not normally be paid, but you will normally be given time off in lieu, with the prior agreement of your manager, in respect of additional hours worked.

9. Holiday Entitlement

You are entitled to 20 days' holiday per year in addition to the normal public holidays, and this entitlement will be reviewed annually. You will be paid your normal basic salary during such holidays. The holiday year runs from 1st January to 31st December.

Where you are employed for part of a holiday year only - either on commencement or termination of your employment - you will be entitled to paid holiday pro rata to the number of complete calendar months worked by you in the relevant holiday year. On the termination of your employment, where you have taken more or less than your holiday entitlement an adjustment based on your normal rate of pay will be made to your final pay. The adjustment will be either by way of an additional payment where you have taken less than your entitlement or a deduction if you have taken more than your entitlement.

Holidays should be agreed with your manager as early as possible and all holidays should be taken in the year that they are accrued. Unpaid leave can be negotiated with your manager consistent with the needs of your job.

10. Sickness Absence

If you are absent from work because of illness, you must inform your manager by 9.30am on the first day, specifying the reason for your absence. Self-certification is required for absences lasting up to 7 days in a row (including non-working days); for absences longer than this, a Doctor's Certificate must be provided.

Statutory sick pay will be paid for periods of sickness.

In cases of prolonged or intermittent sickness, the PCC reserves the right to take independent medical advice and to require you to be examined by an independent medical practitioner of the employer's choice at any time (whether or not you are absent by reason of sickness or injury) and you agree that the doctor carrying out the examination may disclose to you and discuss with the employer the results of the examination.

11. Parental, Maternity and Adoption Rights

The Employer will observe the statutory obligations in relation to maternity, paternity and parental rights and leave.

12. Expenses

Expenses should be claimed monthly.

13. Pension

No pension provision applicable to fixed term contract.

14. Termination of Employment

The amount of notice you are required to give to terminate this contract is four weeks.

The amount of notice of termination of your employment you are entitled to receive is four weeks

During the probationary period you or the Employer can terminate the contract giving one weeks' written notice.

15. Collective Agreements

There are no collective agreements with trade unions or other employee groups affecting this employment. You will be informed of any changes to your terms and conditions in writing.

16. Conduct

The PCC does not seek to dictate how the employee conducts themselves in their personal life outside work. However, unlawful, anti-social or other conduct which may jeopardise the reputation or position of the PCC or the churches of St. Matthew's Harwell or All Saints' Chilton will be dealt with through the disciplinary procedures. Employees should be guided by the Social Media Policy published by the church PCC.

17. Disciplinary and Grievance Procedures

The disciplinary and grievance rules and procedures are available on request.

The disciplinary and grievance rules and procedures do not form part of your contract of employment.

The PCC of St Matthew's Harwell reserves the right to suspend you on full pay for a reasonable period of time in order to investigate any allegation of misconduct or other disciplinary matter.

18. Data Protection

The PCC of St Matthew's Harwell and its agents hold information relating to you which is subject to the Data Protection Act 2018. By signing this Contract you consent to them processing, both manually and by electronic means, your personal and sensitive personal data for the purposes of the administration and management of your employment and/or the PCC's business.

19. Deductions from Pay

You hereby authorise the PCC of St Matthew's Harwell and its agents to deduct from your pay (including holiday pay, sick pay and pay in lieu of notice) any amounts which are owed by you to the PCC.

20. Return of property on Leaving

On request, and in any event on termination of your employment for any reason, you are required to return to the Churchwardens of St Matthew's Harwell any property, including any keys, computer hard and software including discs and all documents in whatever form together with all copies (irrespective of by whom and in what circumstances such copies were made) which are in your possession or under your control.

21. Gardening Leave

The PCC reserves the right to place any Employee on Gardening Leave for a reasonable period of time whilst suspended from duty in order that an investigation takes place, or alternatively during a notice period. During this time the PCC may require the Employee to stay away from their place of work and to refrain from some or all of their duties or other employment.

22. Rules, Policies and Procedures

You must comply at all times with the church rules policies and procedures as amended from time to time.

I accept the terms and conditions of this employment as stated above.

Signed by Employee:

Date:

Signed by Employer:

Date: