# Contracts and Pay

We currently have the following types of contracts in place; full-time, part-time, hourly, fixed-term, permanent, internship *[delete as applicable]*.

### Probationary periods

All new employees are subject to a 3-month probationary period. The church will assess and review your work performance during this time and reserves the right to terminate your employment at any time during the probationary period.

The church will assess and review your work performance during this time, and suitability for continued employment will be monitored. The church reserves the right to terminate your employment at any time during the probationary period. During the probationary period we may, at our discretion, extend the period for up to a further six months.

At the end of your probationary period you will be informed in writing if you have successfully completed your probationary period.

During the first month of your probationary period, employment may be terminated without notice. Thereafter, until the satisfactory completion of your probationary period, including extensions to it, employment may be terminated by either side giving notice of one week.

### Notice periods

The following notice periods shall apply:

You shall give the church one month’s notice in writing to terminate your employment; and the church shall give you one month’s notice in writing to terminate your employment. The above notice periods may be varied or waived by mutual consent. After successful completion of your probationary period and subject to above clauses, the written notice required from the church to terminate your employment shall be as follows:

* One month’s written notice until you have been continuously employed for four complete years; and
* One additional week's notice for each completed year of continuous employment thereafter up to a maximum of 12 weeks' notice.

The church is entitled to terminate your employment without notice or payment in lieu of notice, in the event of;

* gross misconduct,
* a serious breach of your obligations as an Employee,
* a serious breach of contract,
* if you cease to be entitled to work in the United Kingdom,
* if you do not have a clean DBS records check.

The church may in its absolute discretion pay you in lieu of any (part or all) notice of termination (whether such notice is given by the church or you) or any requirement to continue to employ you to any particular date of an amount equal to your basic salary less deductions for income tax and National Insurance Contributions (as appropriate) (the "Payment in Lieu"). You will not have any right to a Payment in Lieu.

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### Hours of Work

Your normal days and hours of work are outlined in your contract and offer letter. This will be pro-rated for part timers; details will be outlined in your offer letter.

In addition to your normal hours of work, you may be expected to work at such other times as may be necessary for the satisfactory performance of your duties for which no additional remuneration or salary will be paid.

You are entitled to a daily 60-minute unpaidmeal break. This may be pro-rated for part timers.

Where necessary, working hours and/or working patterns may be varied by the church either on a temporary or permanent basis. The church will endeavour to give reasonable notice of all changes to working hours and/or patterns and under normal circumstances 28 days’ notice will be given.

You agree with the church not to work in excess of the regulatory weekly time limit as imposed from time to time by the Working Time Regulations 1998, unless you have agreed in writing with the church to opt out of the time limit.

You shall not work for, advise or in any other way assist (whether for financial gain or otherwise) any firm, business or Church at any time whatsoever whilst this employment subsists unless you have first obtained the written consent of the church.

### Induction

The purpose of induction is to help people settle in and become effective as quickly as possible**.**

We want to help you settle into your new work and surroundings quickly and comfortably. During your first month you will be taken through our induction procedures. Please take every opportunity to talk to your line manager and any of your colleagues to familiarise yourself with life in our organisation.

Your Head of Department or line manager will ensure that you have an up to date job description, will agree a set of goals with you, and book a date to meet for a six-month review before the end of your probationary period (see Probationary policy at section 3 paragraph 21). Please meet with your HOD regularly during the first six months to check with them that the job is working out in the way that you had both hoped and raise any questions or concerns you may have during this time.

### Financial

No one without explicit authority to spend money should do so.

Cash and cheques arising from courses or other events should be counted immediately by two people, recorded on the “income received form” and signed by both people. The form and the money should be sealed in an envelope and passed to the Finance department. Cash, cheques or other valuables should not be left on view or in unlocked desk drawers, particularly overnight, as this increases the risk of losses. Any valuables should be placed in a safe overnight.

### Remuneration and benefits

**Payment of salaries**

Your salary will be paid in 12 equal monthly instalments by credit transfer into your bank account 2 business days prior to the last business day of the month, or the nearest working day thereafter.

You will receive a payslip of confirmation of payment of salary each month.

If your hours of work are changed, the church reserves the right to amend your salary to reflect the change to your working hours.

For salary and tax purposes, you must inform your manager and finance department if:

* You move to a new home address
* You change your bank account details
* You change your marital status (if you change your name also, please attach a copy of your marriage certificate)
* If you have any questions about the payment of your salary, or relating to income tax or National Insurance Contributions, please contact your manager and the finance department.

There are occasions on which your salary may be reviewed such as:

* Annual pay review;
* If you change jobs or your job alters significantly.

**Inland Revenue Self-Assessment: P60’s and P45s**

You are required to keep a record of your pay and tax to enable you to complete a tax return. Not everyone has to complete a tax return each year, but you may be required to complete one in the future. If you don’t maintain accurate records and are unable to complete a tax return, the Inland Revenue is able to impose financial penalties.

When you receive your P60 at the end of the tax year, you should keep it in a safe place as we are unable to issue copies.

If you leave before the end of the tax year you will receive a P45 shortly after the end of your employment and will not get a P60 at the end of the year. You should keep the employee’s part of your P45 to use for your tax return.

You will need your pay roll number which is found on your wage slip in all correspondence with the Tax Offices.

### Tax

The church does not accept any responsibility for the tax liability of staff, your salary will be subject to PAYE (pay as you earn) Tax and National Insurance deductions.

### Driving Licence

Certain positions will require you to hold a current full driving licence, your manager will advise you if this is applicable. If you are required to hold a driving licence and you lose your licence for whatever reason, this may affect the ability to carry out all duties of your role, and would need to be investigated under the church’s Disciplinary Procedure.

### Expenses

Employees are entitled to be reimbursed for all necessary expenditure incurred in the course of their employment.

Please see the separate Expense policy for further details, this can be found in the HR folder on the shared drive.

Knowingly submitting a false claim for expenses is to be regarded as gross misconduct, for which the penalty is summary dismissal, and that failure to account for an advance against expenses within a reasonable period is a disciplinary offence.

### The use of privately owned cars

The use of a privately-owned vehicle for business use will only be permitted following the prior approval of your manager. You will be required to ensure the vehicle is adequately insured for business use. Please ensure you have informed your car insurance company.These allowances are subject to tax.

### Performance appraisal

The church’s policy is that each employee will be appraised annually.

The summary of this appraisal should be a fair representation of the dialogue and is to be referred to as a working document throughout the forthcoming year. The aim of this Policy is to promote continuous improvement across the church and job satisfaction through supporting development and progression.

The benefits of appraisal in terms of improved communication and enhanced performance both for the individual and for the church will only be achieved by the continuous commitment of all those involved in the scheme.

The church’s appraisal scheme has been designed to meet the following objectives:

* to assist staff in performing their job to the best of their ability, maximising; their job satisfaction and their contribution to the church objectives;
* to identify individual training and development needs;
* enable regular one-to-one and coaching and feedback sessions between managers and staff;
* to aim for fairness for all employees across the church’s performance management model; and
* to highlight the potential that each individual has to develop within their current or a future position.

We provide various internal and external training to provide you with the necessary skills to carry out your role effectively and safely.

Staff should be punctual. Any late arrival may need to be explained to your line manager.

### Employment outside the church

Whilst in the employment of the church, you shall devote your entire working time to the church and shall not at any time accept any other employment or be interested in any other business activity which would conflict with your duty to the church or could be construed as prejudicial to the church. Failure to comply with this obligation may result in disciplinary action being taken against you.