



The Methodist Church

WRITTEN STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

1. Parties to the Contract of Employment:

EMPLOYER: Richmond & Hounslow Circuit

EMPLOYEE: XXX

2. Date from which these details are current: 1st September, 2021

3. Date of commencement of employment in this post: 1st September, 2021

Continuous Employment: No employment with any previous employer counts as continuous service.

4. Post title: Children Youth and Family Worker (CYFW)

Places of work: Putney and Roehampton Methodist Churches

In this employment your duties will require you to work at various other locations, in particular Chiswick Methodist Church. (See below for reimbursement of travel expenses.)

When considered necessary or appropriate by your Employer your job description may from time to time be amended and in addition to the duties set out in it you may be required to undertake such other reasonable duties within your skill and competence and consistent with your post title.

The Supervisor referred to in this Statement means the minister with pastoral charge of Putney and Roehampton Methodist Churches or any other post holder as may from time to time be notified to you by or on behalf of your Employer.

5. Probationary Period:

Confirmation of your appointment is subject to the satisfactory completion of a period of probationary service of three months. During your probationary service you will be expected to establish your suitability for the post. This period of probationary service may be extended if your Supervisor feels that for any reason you have not achieved a satisfactory level, but have the potential to do so.

6. Remuneration:

Your annual salary is £25-28,000 *per annum* (TBC).

Salaries will be reviewed annually to take effect from 1st September each year, to take account of inflation and any other relevant factors.

Salaries are paid monthly by bank transfer on the XXXth day of the month. Your pay advice will show your basic rate of pay, any deductions for Income Tax, National Insurance, Pension Scheme, and the amount of Net Pay. If you have any queries about your salary, these should be raised in the first instance with your Supervisor.

You will be reimbursed for all agreed expenses necessarily incurred in the performance of your duties.

7. Hours of Work:

Your normal hours of work are 36 hours a week, at times agreed with your supervisor. This will include evenings and weekend work. In particular, you will be expected to work regularly on Sundays throughout the year, and occasionally on Saturdays. To help ensure that your work is balanced between the two sites and that you are not working excessive hours, you will be asked to complete a timesheet each week.

If you are required and willing to work hours in excess of your normal working week, you will be entitled to take time off in lieu on an equal time basis, as agreed with your Supervisor.

8. Working Time Regulations:

It is not intended that you will normally work more than forty-eight hours in any one week. You should collaborate with your employer in this regard to ensure that these hours are not exceeded.

9. Pension:

A contracting-out certificate under the Pension Schemes Act 1993 is NOT in force. You will be contracted into the State Second Pension Scheme (S2P) for which deductions will automatically be made by your Employer. Pension provision is offered to lay employees to a defined contribution Scheme determined by your employer. *(Employee contributions are at the rate of 6% salary which will be matched with a 6% contribution from your employer. You should liaise with your employer regarding these arrangements.)*

10. Annual Leave Entitlement:

- (a) The holiday year is from 1st September to the following 31st August.
- (b) Your holiday entitlement is 32 days (including Public Holidays).
- (c) Your holiday entitlement is to be taken in the holiday year in which it has accrued, unless it has been deferred by agreement with your Supervisor.
- (d) Your holidays must be agreed with your Supervisor as early as possible and at least one month in advance. It is expected that you will take the majority of your holidays during the Wandsworth school holidays.
- (e) On termination of employment you may be required to take annual leave during the period of notice. You will be paid for any holiday that has accrued but which it has not been possible to take prior to the effective date of termination. You will be required to refund any salary paid in respect of holiday taken in excess of that which has accrued by the effective date of termination.

11. Compassionate Leave:

If you suffer bereavement of a close relative you may be granted compassionate leave. You should discuss the circumstances with your Supervisor in the first instance. Your Supervisor may similarly grant compassionate leave in other appropriate cases.

12. Maternity, Paternity, Adoption and Parental Leave:

The Circuit will comply with its statutory obligations with respect to maternity, paternity, adoption and parental rights.

The Employer's policies in this regard are available on request from your Supervisor.

13. **Sickness absence:**

If you are unable to attend work owing to sickness or injury, you must comply with the following procedures. Payment of sick pay and/or statutory sick pay will be made only where such procedures have been followed:

- On your first day of absence, you must contact your line manager/supervisor as soon as possible (preferably at the start of your normal working day) to notify him/her of your absence, the reason for the absence and if possible to indicate when you hope to return to work.
- If your sickness absence is for seven days or less, on the first day of your return to work, you must obtain, complete and sign a self-certification form and forward it to your line manager. Self-certification form may be obtained from your line manager.
- On the first day of your return to work you should report to your Supervisor, or, if your Supervisor is unavailable, the most senior member of staff present, and explain in full the reason for your absence. If you have not already completed a self-certification form for the first seven days of absence, you will then be required to complete a self-certification form.
- If sickness absence continues for eight days or longer, you must obtain a medical certificate from your doctor for the remainder of the absence and forward this to your line manager immediately. Further certificates must be submitted to cover each week for as long as the illness lasts.
- In cases of repeated absences for whatever reason, your Employer reserves the right to request medical evidence for periods of absence of less than seven days.
- If, on the medical certificate or "fit note", your doctor recommends any adjustments to your duties, hours or working conditions to facilitate your return to work, you are required to cooperate with the employer with regards to the possible implementation of such changes, notwithstanding the fact that the advice on a fit note is not binding on the employer

Your Employer also reserves the right, when considered appropriate, to require you to attend a medical examination by a medical practitioner of your Employer's choice.

Statutory Sick Pay

If you are absent from work by reason of sickness or injury for four or more consecutive days, you may be paid Statutory Sick Pay (S.S.P) by your Employer in accordance with the statutory provisions. S.S.P. will be treated like wages, being subject to deductions for PAYE, Income Tax, and National Insurance contributions. Qualifying days are the only days for which you can claim S.S.P. These will be days on which you would normally be required to be available for work (i.e. Monday to Friday). The first three qualifying days of sickness are waiting days for which S. S. P. is not payable. Qualifying days only include days on which you would normally work. It is a condition of payment of S.S.P. that you comply with the notification and certification procedure set out above.

Occupational Sick Pay

A Lay Employee who is absent from work by reason of ill health will be entitled to receive up to occupational sick pay, less any statutory sick pay entitlement, for the following periods. The period should be considered in terms of a rolling year. Extensions of sick pay are made at the employer's discretion.

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| i. | After 6 months up to 1 year | 1 month's full pay |
| ii. | 1 year to 2 year's service | 2 month's full pay + 2 months half pay |
| iii. | 2 years to 10 year's service | 4 month's full pay + 4 months half pay |
| iv. | After 10 year's service | 6 month's full pay + 6 months half pay |

Staff who work part-time will receive sick pay on a pro-rata basis.

14. **Medical Treatment:**

Appointments for visiting the doctor, dentist etc, should, wherever possible be made outside of working hours.

15. Ending the employment:

Where the contract of employment is terminated by your employer you are entitled to receive the following notice:

- a) one week before one month's continuous employment
- b) thereafter one month's notice.

If you wish to terminate your employment, you are required to give one week's notice before one month's continuous employment. After that time, you are required to give one month's notice.

Your employment may be terminated by your Employer without notice or payment in lieu of notice if you are guilty of gross default or misconduct or conduct which in the opinion of your Employer demonstrably brings you, your Employer or the Methodist Church into disrepute.

16. Confidentiality:

In the course of your employment you may have access to and be entrusted with information in respect of the administrative, business and financial affairs of the Church, and of the personal affairs of individuals, all of which information is or may be confidential. You will not (except in the proper course of your duties) during or after the period of your employment divulge to any person whatsoever or otherwise make use of any such confidential information.

17. Disciplinary Procedure:

The Disciplinary Procedure is set out in the Disciplinary Procedure document attached to this Written Statement.

18. Grievance Procedure

If you have a grievance relating to your employment or the terms and conditions relating to that employment you should raise the matter initially with your Supervisor or the member of staff to whom you normally report in accordance with the Grievance Procedure, which is attached to this Written Statement.

19. Health and Safety Procedure:

The Health and Safety policy is attached to this Written Statement.

20. Equal Opportunities

The policy in respect of Equal Opportunities in employment is attached to this Written Statement.

21. Changes in Terms and Conditions:

Your Employer may seek to vary the terms and conditions of your Employment. These will not be amended unreasonably or without consultation with you. Any changes in your terms and conditions of employment will be confirmed to you within one month of the change(s) taking effect, by personal written notification.

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23. Statements of Policy:

You are required to comply with any statement of policy published to you by your Employer from time to time.

Signed on behalf of employer: _____

Designation (job title): Superintendent Minister

I have received and read the Terms and Conditions of Employment and accept that these form part of any contract with the Organisation. I acknowledge receipt of the attached appendices:

- Disciplinary & Dismissal Procedure
- Grievance Procedure
- Health and Safety at Work Policy
- Equal Opportunities

Signed by: Date:

(Name of Employee)