



ST CHRISTOPHER'S PCC STAFF HANDBOOK September 2014

This handbook applies to all staff employed by St Christopher's PCC, based at St Christopher's Church. All staff are reminded that although this is their usual office base, when required to work off-site or at home, all procedures must be adhered to.

The Staff Handbook is authorised by the PCC. Any changes or amendments can only be made with the agreement of the PCC. Queries relating to the terms set out in this handbook should initially be discussed with your Line Manager.

PROBATIONARY PERIOD

Confirmation of all appointments will be subject to the satisfactory completion of a six month probationary period with reviews at one, three and six months. The probationary period can be extended by the PCC to a maximum of twelve months. During this time the employee will be expected to establish his/her suitability for the post with the support and supervision of their Line Manager. At the end of the probationary period the PCC will formally consider confirmation of the appointment and the employee will be informed of the outcome in writing by the PCC Secretary.

WORKING HOURS

Working hours are as stated on your contract.

Time off in Lieu (T.O.I.L.)

Where employees are required and/or authorised to work on behalf of St Christopher's Church in addition to contractual hours, TOIL may be allowed subject to agreement with the Line Manager. Not more than two days of TOIL can be accrued at any one time and these days must be taken within a maximum of two months. **HOLIDAYS**

The normal holiday entitlement with pay is 25 days per year. In addition you are entitled to paid public holidays. Further details can be found in your contract.

The annual leave year runs as specified in your contract. The full entitlement being accrued over that twelve-month period. If you commence your employment during the course of the calendar year your holiday entitlement is calculated as one twelfth of the annual entitlement for each completed month of service during the calendar year.

All staff should notify their Line Manager of their leave and complete their Leave Form with their Line Manager. For periods of more than five days at least double the period to be taken should be given in notice of holiday. Any refusal of a holiday application will be notified to the employee within five working days and with an explanation.

All leave is subject to approval by your Line Manager.

MATERNITY/PATERNITY/ADOPTION LEAVE & PAY

All employees are entitled to such leave and pay under the above headings as may be their right under the law.

SPECIAL LEAVE ARRANGEMENTS

Employees are expected to use their annual leave as far as possible for attending to personal affairs, but special leave may be allowed in exceptional circumstances.

Sympathetic consideration will be given by the Line Manager to any hardship, difficulty or special circumstances which might necessitate a request for absence from work on compassionate grounds. Each request will be considered on its merits by the Line Manager to whom as much advance notice as possible must be given.

SALARIES

These are paid into employees' bank account every calendar month on 20th day of each month. St Christopher's Church uses the payroll bureau service provided by the Diocese of Birmingham. The Parish Secretary will need to know bank details in order to enable salary payments to be made via the payroll bureau service.

You will receive a payslip showing how the total amount of your salary has been calculated. This shows deductions made and the reasons for them e.g. Income Tax, National Insurance contributions etc. Any queries that you may have should be raised initially with your Line Manager.

WORKFORCE AND COLLECTIVE AGREEMENTS

There are no workforce or collective agreements affecting your terms and conditions of employment with us.

PENSIONS

There is currently no pension provision at St Christopher's. There is no contracting out certificate in force at St Christopher's.

When the new pensions auto enrolment deadline (currently 01/07/16) is reached St Christopher's will make its obligatory contributions as an employer unless and until an employee opts out of the scheme.

PERSONAL USE OF CHURCH OR SPRINGFIELD PROJECT EQUIPMENT (TELEPHONE/FAX/PHOTOCOPIER/STATIONERY/COMPUTERS, ETC)

Personal use of the above is not permitted. In exceptional circumstances your Line Manager may grant permission

HEALTH AND SAFETY

Please refer to the Health and Safety Policy.

SICKNESS

Other than in exceptional circumstances, you shall inform your Line Manager on the first morning of your absence, giving the reason for this and the anticipated date of your return.

For a period of absence of seven calendar days or less you will not be required to supply a Doctor's Certificate. This is known as a 'Self Certified' period.

In the case of a 'self certified' period of absence, on your return to work, you should complete a form entitled 'Absence Statement'. This will need to be signed by the Line Manager and filed by the Line Manager, Parish Secretary or Parish Administrator.

You should provide a Doctor's Certificate for any incapacity which lasts more than seven calendar days and during your continued absence you shall send a further certificate each week or as they become due.

In the first twelve months following an appointment, no employee shall be eligible for sick pay other than Statutory Sick Pay (SSP). After twelve months the PCC (or the Standing Committee in the absence of a scheduled PCC meeting) can exercise discretion in offering sick pay to an employee. This discretion will normally be 2 months full pay and 2 months half-pay within a 12 month period. Any deductions normally made from the salary of the employee will continue.

If during any period of leave you are taken ill or injured and the nature of the illness or injury is of a degree as to cause, in the opinion of the PCC, severe disruption of holiday arrangements you may apply for a further period of discretionary leave. Such application must be supported by medical evidence.

St Christopher's reserve the right to have employees medically examined by a medical practitioner at the organisation's expense at any reasonable time.

RETURN TO WORK

Following an illness of more than one calendar week, the Line Manager may require a return to work interview to discuss the reasons for your absence and, in particular, whether it was work-related.

EXPENSES

Employees are expected to keep their expenses to a minimum. However, all reasonable, work-related expenses will be paid to employees on production of receipts and appropriately completed expense forms. Any doubt about specific expenditure should be raised with your Line Manager **before** the expenditure is undertaken. Reimbursements of more than £50 should normally require the authorization of a churchwarden in addition to the Line Manager. All expenses must be claimed within three months of the original expenditure. Please note that the church office is usually closed during August.

GIFTS

Employees are not expected to receive gifts from suppliers or clients. If you are in any doubt obtain permission from your Line Manager. A cash gift should normally be passed to the church office and banked as part of the normal income of the church.

APPRAISALS

Employees will be appraised by their line manager annually. The aim of an appraisal is to provide an opportunity for the employee and their line manager to discuss work related progress and development needs.

An appraisal form will be completed by the Line Manager and agreed with the staff member prior to inclusion in personnel records. If an agreement is not possible, the employee may note their main points of disagreement, which will be included with the relevant appraisal forms.

DISCIPLINARY PROCEDURE

The purpose of St Christopher's disciplinary procedure is to ensure the safe and effective operation of church activities and the fair treatment of individual employees. This procedure is also designed to help and encourage all employees to achieve and maintain high standards of conduct, attendance and job performance.

Please see separate Disciplinary Procedure for full details.

GRIEVANCE PROCEDURE

The purpose of the procedure is to provide an employee who considers that he or she has a grievance with an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved, if possible, at the earliest practicable opportunity.

Please see separate Grievance Procedure for full details.

REDUNDANCY

St Christopher's PCC will ensure that security of employment for its employees is maintained as far as possible. From time to time it may be necessary to review staffing levels in accordance with levels of expected and available income, or the skills appropriate, to ensure the effective operation of the organisation.

Should redundancy be necessary the following procedure will apply: -

(i) Consultation

All individuals involved in the proposed redundancies will be consulted. If those involved in the proposed redundancies are in a Trade Union, their Trade Union will be consulted about the proposed redundancies at the earliest opportunity. The advance period of notice required by statute will be treated as a minimum and wherever possible additional notice will be given.

All individuals involved will be advised in writing of the reasons for the proposed redundancies.

The employer must consider and reply to any comments made by the employee's Trade Union about the proposals. Reasons must be given if the Trade Union comments are rejected.

Employees will be encouraged to make suggestions regarding ways of cutting labour capacity and these will be considered by the PCC.

(ii) Selection Criteria

If compulsory redundancies are required the first measure will be qualification for the remaining posts deemed necessary for the church's work. In the event that selection cannot be made on that basis last in first out shall be applied except where this would be prejudicial to the work of the organisation.

(iii) Time off to look for work

Employees who have been given notice of redundancy have the legal right to reasonable time off work with pay to seek further employment subject to approval by the PCC.

(iv) Misconduct during period of leave

If an employee's conduct whilst under notice of redundancy is found to be inappropriate the normal disciplinary procedure as laid out in the St Christopher's Church Disciplinary Procedure will become effective. If dismissed for misconduct whilst under redundancy notice, redundancy pay will be forfeited except in the case of strike action.

(v) Redundancy Pay

St Christopher's PCC will observe the statutory minimum applicable in law for redundancy pay and will observe the rights of the employee under the law. The PCC has the right to exercise its discretion over a final offer of redundancy pay.

(vi) Appeals Procedure

St Christopher's PCC will accept appeals from Union representatives or staff members on the grounds of fairness of selection. The process will follow that laid down in the Grievance Procedure.

CONFIDENTIALITY POLICY

St Christopher's PCC follows a policy of strict confidentiality. All information acquired during the course of employment, which is not already in the public domain, is to be treated as confidential and not disclosed to any third party except where required in the course of employment. This information shall not be used for personal financial gain. Any failure to observe confidentiality will result in a disciplinary procedure.

This handbook is to be reviewed annually by the PCC.

Next review: September 2015