

WRITTEN STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

1. Parties to the Contract of Employment

EMPLOYER Manchester & Stockport Methodist District

EMPLOYEE

Date from which these details are current

2. Date of commencement of employment in this post:

3. Continuous Employment

No employment with any previous employer counts as continuous service.

4. Post title Personal Assistant to the District Chair

Place of work Manchester & Stockport District Office,
Sale Moor Methodist Church,
Northenden Road,
SALE. M33 2PP

In this employment your duties may require you to work at various locations. Home working arrangements can be requested through your line manager.

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 Line Manager referred to in this Statement means the Chair of District 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 normally of three months. During your probationary service

Registered Office:
Sale Moor Methodist Church
Northenden Road
Sale
M33 2PP

Charity Registration no: 1135459



www.mandsmethodists.org.uk

you will be expected to establish your suitability for the post. This period of probationary service may be extended if your Line Manager feels that for any reason you have not achieved a satisfactory level, but have the potential to do so.

6. Remuneration

Your rate of pay is £7,857.18 per annum.

Salaries are reviewed annually to take effect from 1st September each year.

Salaries are paid monthly by bank transfer on the 15th day of each 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 Line Manager.

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

7. Hours of Work

Normal working hours are 12 hours per week, to be worked between 09:30 and 12:30 on Friday, and on other days as agreed by your line manager.

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. Overtime:

Overtime is not payable. 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 Line Manager.

10. Pension:

Pension provision is offered to lay employees who fall under the [Resolution passed by the Methodist Conference of 1999 \(Section 2.1\)](#) to a defined contribution Scheme determined by your Employer in accordance with the current employer pension duties and other provisions of the Pensions Act 2008.

You will not be automatically enrolled into, but you are eligible to join the People's Pension Scheme.

More information on the pension scheme, and how to join, can be found on their <https://thepeoplespension.co.uk/>. If you do join the scheme, you agree to workplace pension contributions being deducted from your salary.

11. Annual Leave Entitlement

- (a) The holiday year is from 1st January to the following 31st December each year.
- (b) Full time holiday entitlement is 28 days (including Public Holidays); which, for this post will be 67.2 hours.
- (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 Line Manager.
- (d) Your holidays must be agreed with your Line Manager as early as possible and at least one month in advance.
- (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.

12. Compassionate Leave

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

13. Maternity, Paternity, Adoption and Parental Rights

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

The Employer's policies in this regards are available on request from your Line Manager.

14. 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 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 Line Manager, or, if your Line Manager 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.

15. Training

You may be required to complete training at the organisation's discretion and will be paid at your normal rate of pay for any compulsory training you undertake.

16. Medical Treatment

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

17. Ending the employment

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

- (a) One week's notice to employees with continuous service from one week to two years.
- (b) Thereafter one week's notice for every completed year of service up to a maximum of twelve weeks.

If you wish to terminate your employment, you are required to give one week's notice after one month's continuous employment.

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.

18. 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.

19. Disciplinary Procedure

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

20. 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 Line Manager or the member of staff to whom you normally report in accordance with the Grievance Procedure, which is attached to this Written Statement.

21. Health and Safety Policy

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

22. Equality, Diversity & Inclusion Policy

The policy in respect of Equality, Diversity & Inclusion in employment is attached to this Written Statement.

23. 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.

24. 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 Manchester and Stockport Methodist District (Employer)

Designation District Chair (Job Title)

Signed by: Date:

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
- Equality, Diversity and Inclusion Policy

Signed by:.....Date:.....

(Name of Employee)