



DIOCESE OF NOTTINGHAM

PERSONNEL MANUAL

Diocese of Nottingham Manuals:

The complete set of Manuals for use in the Diocese is on the diocesan website. If you have broadband please consider if you actually need to print out the Manuals.

Parishes:

Parish Administration Manual

Property Manual

Diocese (both Parish and Curia):

Personnel

Health and Safety (Prepared by Ellis Whittam)

Insurance - Use CIS (formerly CCIA) website - User name: Nottingham Password: Anicetus.
Policies

Priests (password protected):

Financial Matters for Priests

Vade Mecum (which is prepared by the Ongoing Formation of Clergy Commission).

The Finance Office is always happy to receive comments on the Manuals (other than Vade Mecum).

January 2018

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1. PERSONNEL:

Generally

1. The Diocese, as employer, must comply with the extensive legislation which applies to employment. Some is briefly noted in this manual and there is also much information on the internet. Obviously the Diocese must comply with its legal obligations including those to its employees in any case. However, because of the nature of the Diocese as an employer, there may be greater public interest in contested employment matters than would be the case normally.
2. **Through its insurance, the Diocese has access to an Advice Line. A DEPARTMENT HEAD OR PARISH PRIEST MUST CONSULT THIS ADVICE LINE IN THE EVENT OF A PROBLEM. NO FORMAL PROCEDURE SUCH AS A WARNING MAY BE ADMINISTERED WITHOUT THIS ADVICE. It is then essential that a written note is made of from whom the advice was given, the time it was given and of the advice itself as we are likely to need to rely on it.** Please then send a copy to the Finance Office. The contact details are for Employment/ HR are 0330 058 0960 (option1). (Also available Commercial 0330 058 0960 (option 2))
3. **In order to rely on insurance cover there is a particular requirement to consult that legal advice line before either dismissing a member of staff or materially changing a contract of employment. This also applies to any action which might be taken as a dismissal (known as a constructive dismissal) by the member of staff.** The Diocese will not change a contract of employment materially without such consultation.
4. Unless stated otherwise or clear from the context, the requirements of the Personnel section of the Manual apply both to the Curia and to parishes. Where no specific arrangement has been made with a member of the parish staff, eg over working times or holiday arrangements, then what is set down in the manual will apply also to parish staff. Where specific arrangements are made for parish staff then they must be set down in writing and a copy kept with the Contract of Employment.

Curia only:

5. The personnel files for members of staff employed will be kept by the Finance Office. Generally all matters relating to a member of staff should be kept on that file.
6. The Finance Office of the Diocese is responsible for its financial and administrative affairs. This includes particularly staff costs. Annual budgets will be set in consultation with department heads and salary and related employment costs such as national insurance and pension arrangements will also be taken into account.
7. When it is proposed to take on a new member of staff the Finance Office must be consulted and will need to see specifically how the appointment fits into the relevant budget and again this will include related employment costs. A new employee's actual appointment will require Finance Office approval. A proposed new employee to be taken on above an existing complement or a replacement at a greater salary will require the approval additionally of the Board of Directors.

8. When a vacancy has arisen because of a person leaving, the department must be looked at generally to see if there is an opportunity to arrange the work in a more efficient way.
9. A department head has general responsibilities for the running of the department as well as particular ones, for example those referred to in this Manual. It follows that any formal communication involving a member of staff will normally involve the department head. This is partly a matter of courtesy and partly a recognition that the department head is responsible for what happens in the department in question.
10. Every member of staff should be formally appraised by a department head at least once per year in the light of a Job Description. The meeting should be constructive and consider frankly strengths and weaknesses. The member of staff should be given every opportunity to comment. A note will be taken and the member of staff's comments recorded. The appraisal must include consideration of how the employee is coping with their workload. Any member of staff who has not been formally appraised within the last year and who wishes to be appraised should advise the head of the department and the Financial Secretary for this to be arranged.
11. The department head has the responsibility of considering succession policies in his department, including his own. The department head should ensure so far as possible that there is more than one person able to do any particular job.
12. Where there are clergy, volunteers or others working for the Diocese who are not employed directly by it, it is necessary to ensure that they are made aware as appropriate of the relevant policies and that they are expected to follow them. This is particularly important where special checks would be required of employees, for example for those working with children and vulnerable adults. Others working in those positions, whether or not they are actually employed by the Diocese must have the necessary checks carried out in the same way.
13. A member of the staff of the Diocesan Tribunal is required to swear an oath of secrecy. Breach of secrecy will render such a person liable to immediate dismissal.
14. Certain appointments held by lay members of staff may also be governed by the Code of Canon Law. Where this is recognised the employee will be advised. In such a case the provisions of Canon Law do not operate so as to increase employment protection.

Parishes only:

15. Parishes are primarily responsible for their own financial affairs within the legal framework of the Diocesan trust. Although they can take on staff it is up to them to ensure that they can afford the employment costs. If they do take on members of staff they must comply with all of the legal requirements that are required. These are set out in this section of the Manual.
16. The standard form of contract of employment must be used.
17. The Parish must arrange for the employee to be paid through the Finance Office subject to the following exception. Where a member of staff is paid under the lower

earnings limit for National Insurance, currently for 2017/8 £113 per week (£5,876 per year), and they have no other job or pension, they may be paid direct by the parish concerned. Records must be kept in the usual way for six years. Where an employee is a member of the Diocesan pension scheme then he or she must be paid through the Finance Office in any event.

18. For any employees who are self employed:
 - a) the HMRC website must be checked and the Employment Status Indicator completed and retained on file for possible inspection by HMRC.
 - b) They should provide a signed statement to be kept on file as follows: “I confirm my status as self employed and indemnify the Nottingham Roman Catholic Diocesan Trustees (the Diocese) against any amount claimed by HMRC from the Diocese as a result of this status not being correct. I am aware that as I am not an employee I am not insured as such by the Diocese. Signed: Date:”
19. The details the Finance Office requires for setting up a new member of staff are as follows:
 - a) Contract of Employment *
 - b) Summary details of the employment (including P45 where available) *
 - c) evidence of entitlement to work in the UK signed and dated by the employee (this is usually a copy of the passport page with the details on it including the reference to the person’s status as a British Citizen.*form available at the end of this manual

A personnel file should also be set up for each Parish employee within the parish for important information which will include copies of what has been sent to the Finance Office.
20. Changes to hours and pay rates should be notified to the payroll office at Willson House in writing and **MUST BE APPROVED BY THE PARISH PRIEST**. Details of the amount being paid to a parish employee are available to the parish priest on request and it is recommended that this is checked from time to time.
21. For employees paid by the Finance Office at above the limit for P11D forms which show expenses re-imbursed then it is the responsibility of the parish to forward the taxable expenses to the Finance Office within 1 month of the year end so that the P11D return can be made. Remember that only re-imbursed expenses which have been carried out on Diocese/ parish business may be excluded from the calculation. Re-imbursed travel expenses for the journey to the place of work must be included as these are taxable.
22. It is understood, although not free from doubt, that a live-in housekeeper who typically moves with the Priest when he moves, is in fact the personal employee of the Priest and not that of the Parish which actually pays him or her.
23. “Cash in hand” payments to employees are not permitted.

Curia and Parishes:

24. Staff are taken on after advertisement, interview and satisfactory references. They will be required to provide the necessary entitlement for work in the United Kingdom, a P45 from a previous employer or a P46 form for those who do not have a P45. Staff in key positions may be asked to confirm that they know of no reasons why they should not pass the HMRC “fit and proper persons’ ” test to work in a charity. Further, if this is a requirement for the position and it turns out that they are unable to achieve this status then it may be necessary for their future employment to be reviewed.
25. The National Minimum Wage must be paid – this is a legal requirement and the amount changes on the 1st April each year. From 1st April 2017 it is as follows:

£7.50 for workers aged 25 and over
£7.05 for those aged between 21 and 24
£5.60 for those aged between 18 and 20
£4.05 for those under 18.

It is also Diocesan policy that the living wage of £8.75 per hour should be paid (over 25s), rather than the above, unless there are particular reasons which would make this inappropriate in an individual case.
26. The employer will match the employees’ contributions made to the Diocesan stakeholder pension scheme up to 5% of salary in a tax year. Regular contributions will be deducted from monthly salary and are net of the notional income tax deduction. Eligibility for membership of the scheme will commence after 2 months employment.
27. When an employee leaves they will be paid to the appropriate date of leaving with any holiday pay due on the next run date.
28. The following formal policy documents, which apply to employees, are included in a separate document of Diocesan policies available on the Diocesan website:
Grievance Procedure, Disciplinary Procedure, Capability Procedure, Sickness
Absence Policy, Data Protection Policy and Social Media Policy.
29. A member of staff working alone is not permitted to take inappropriate risks. These include any situation where there is a greater than average chance of an accident, for example an inspection of a partly built building. It is normal procedure for any lone working activity to be advised to another member of staff at its beginning and after it has been completed.
30. Expenses will be re-imbursed in the usual way for expenses wholly, exclusively necessarily incurred on behalf of the Diocese/ parish.
 - a) As a condition of the exemption which the Diocese has for not having to make a return of travel and subsistence expenses to HMRC (a dispensation) the claim for expenses must be independently approved before payment.
 - b) Travel between home and the office is a personal expense and may not be reclaimed.

c) For journeys made direct to and from home to a different destination the cost of this may be reclaimed on the usual basis used by HMRC for determining if the payment would be taxable or not.

d) For journeys on public transport the cost of second class or standard travel will be re-imbursed. This does not prevent a person travelling at a greater cost but they will have to pay the difference themselves. Members of staff are expected to use the internet to take advantage of cheaper travel where it is available. Where the difference in price between first and standard class is small and avoids additional reasonable work costs such as tea/ coffee and internet then first class may be used but the person making the claim must be able to demonstrate that this is to the advantage of the Parish/ Diocese.

31. It is permitted for staff and volunteers to use their own mobile devices for work although if in doubt permission should be sought first from the head of department or the parish priest. However the Diocese must be able to monitor what work information is held on the device. The Diocese may require its deletion and evidence of its deletion when the person no longer has any connection with the Diocese.
32. In appropriate circumstances the Diocese may monitor what is used on any Diocesan computer being used by any member of staff even if the data included is personal in nature.
33. The Employer's Liability Certificate is available on the internet and is no longer distributed to each parish.

2. MORE DETAILED ADVICE:

(The reference book from which this section of the manual was prepared is Croners' Personnel Assistants' Handbook.)

Email and internet use

1. The employer does not monitor email use as a matter of course, although it would do so if it felt it appropriate, for example in the investigation of a criminal offence or on reasonable suspicion of improper use by an employee. Employees should be aware that what is said in an email can be binding on the employer as though it were said in another form. Similarly improper use of the internet is not allowed. These policies also apply to those working from home. There is an internet and email policy in the Policies Manual.

Basic Employment Law

2. An employer may not discriminate on grounds of the “nine protected characteristics” age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief; gender (sex) or sexual orientation. These are noted specifically because they also apply before employment starts and an interviewer needs to be aware of them. Such discrimination can be indirect and also unwitting.
3. However there are exceptions to the general rules about discrimination which will apply in certain cases. For example a “Genuine Occupational Requirement” is regarded as applying to certain roles within the Diocese. It is reasonable to assume that an employment governed by the Code of Canon Law will be one with a Genuine Occupational Requirement applying for the person to be Catholic. Where this is the situation, it is necessary to make this clear to applicants in advance. The situation must be reconsidered each time an appointment is made. If there is any doubt the Finance Office should be consulted and it may be necessary to obtain professional advice.
4. The Diocese must honour the employment rights contained in legislation, for example those entitled may ask for flexible working or for leave in the special circumstances which apply.
5. The normal hours of work are 37 ½ hours per week. The hours of work are not fixed but all staff are expected to work between 10.00am and 3.00pm with an hour for lunch. A department head can authorise a different arrangement on an occasional basis. Any permanent change may involve a change in the contract of employment which will require Finance Office approval. Lieu time cannot be carried forward into the new holiday year other than by agreement of the department head and the Finance Office. Lieu time can also not be added on to holidays without similar approval.
6. Information held about a member of staff will be held in accordance with data protection principles in order to comply with the employer's legal requirements.

Health and Safety

7. A Health and Safety Policy has been adopted and is in a separate Manual. It is the responsibility of the Department head (Curia department) or the Parish Priest in a parish to ensure that health and safety induction is given.
8. A workplace inspection should be undertaken at least annually in each place of work as part of the risk assessment and the opportunity should be taken to be aware of all risks. If there is any urgency attached to any of the items the Department head or Parish Priest is responsible for ensuring that the matter is put right with the appropriate urgency.
9. For the avoidance of doubt a mobile telephone may not be used in a moving vehicle by a driver unless a correctly fitted hands free device is used. Even then the practice is discouraged.
10. Smoking is not permitted in buildings, although an exception may apply for personal space in a presbytery. However an office within a presbytery must be smoke free.
11. When a person is absent from work arising out of an accident sustained at work for more than 3 days then the details must be recorded and passed to the Finance Office. Where the period of absence from work is greater than 7 days (excluding the day of the accident but including non- working days) a report must also be made to the local authority. That report must be made within 15 days (formerly 10 days).

Recruitment and Selection

12. Because of the nature of the Diocese as an employer there will be for some people regular contact with children, young people under the age of 18 or elderly, the sick or disabled. Special checks are required for these people. Independent Safeguarding Authority (formerly Criminal Records Bureau) checks are to be taken up at the appropriate disclosure level through the Diocesan Safeguarding Officer.
13. A Job Description and a Person Specification must be prepared before a job is advertised. A position will normally be advertised and existing members of staff are welcome to apply.
14. A standard application form is used. This does not prevent the employer from requesting a Curriculum Vitae (Resume) as well. The application form for those with regular contact with children, young people under the age of 18 or elderly, the sick or disabled is extended because of the special checks referred to above. Such an applicant can be required to provide details of spent convictions which would not normally need to be disclosed to a prospective employer. It should be made clear to applicants if they are required to complete the extended form.
15. Generally speaking notes made eg at interview by the interviewing panel are open to scrutiny.
16. For the Curia the formal arrangement between the employer and the new member of staff will be made by the Finance Office. **Great care should be taken not to commit the employer either orally or in writing or in any other way except by the Finance Office. The Finance Office must be therefore advised of any special conditions which need to be included in a formal offer letter.** In particular where special checks,

including any required from the Independent Safeguarding Authority, are required before the appointment can proceed, the Finance Office must be advised that the offer letter must stipulate this. The same is true if any offer is subject to references. However great care must be taken if such a conditional offer is given. If a conditional offer is given and then has to be withdrawn because that condition is not met there may be a legal liability involving the employer having to pay compensation.

17. It is the policy of the employer to require a minimum of two written references for each employee. References received should be acknowledged. Where there is a “Genuine Occupational Requirement” for a person to be a Catholic according to the circumstances outlined above a third reference will normally be requested from the applicant’s Parish Priest. Where, for some reason, a reference given orally is not confirmed in writing a written file note of the conversation should be made. A letter should be written to the referee confirming that that conversation has taken place in order to ensure that a mistake has not been made in the conversation.
18. It is the policy of the employer to send rejection letters to unsuccessful candidates if they have not been already advised orally.
19. A formal statement of terms and conditions of employment (written particulars of employment) will be provided for each member of staff on appointment. This will include all matters legally required and is the standard form at the end of this section of the Manual.
20. Each new member of staff must provide evidence of being allowed to work in the United Kingdom. This is most easily done by producing a photocopy of the passport page which indicates that an employee is a British Citizen or has right of abode in the UK. This copy should be signed and dated and then placed in the employee’s personal file. If the passport is not available the Finance Office should be contacted for advice about an acceptable alternative. Particular attention is requested to this. Apart from the embarrassment of a criminal prosecution and a substantial fine (which would be borne by the Parish) the Diocese is registered to sponsor foreign priests. A shortfall in the practice of obtaining this evidence for employees could jeopardise this registration.
21. Where a new member of staff is taken on the department head must make a diary note allowing for the new employee to be formally assessed before being allowed to continue **in time to give notice** before the expiry of the probationary period. Although up to 2 years is currently available before someone can claim unfair dismissal in usual circumstances, it is expected that the need not to retain someone on the grounds of work performance would have been clear well before that anniversary. It is not best practice to keep someone on in circumstances when you think that the appointment will not turn out to be satisfactory in the longer term.

Conduct and Discipline

22. As stated in the formal Disciplinary Procedure harassment or any form of bullying is not tolerated.

Absence

23. It is the responsibility of a member of staff to notify their department head or Parish Priest if possible before 10.00am if they are unable to work on a particular day because of ill health. For periods of absence of up to a week a self certificate should be provided. After that a doctor's certificate should be obtained and provided.
24. There is no entitlement to sick pay, other than Statutory Sick Pay (SSP). SSP will be paid where due and the qualifying days will be those on which the member of staff would normally work.
25. On an ex gratia basis a payment may be made at discretion during absences through sickness. The following guidelines may be used: under 1 year's service one month at full pay; between 1 and 3 years' service one month at full pay and two months at half pay; and over 3 years service will be individually determined in a particular case. These payments are at discretion and there is no obligation to pay them. It would be inappropriate to make an ex gratia payment in this way without deducting any amounts already paid such as SSP.
26. In the case of long-term health absences the employer will discuss the situation with the employee. The employer may approach a Doctor directly for a report. Where this happens the procedures required by the "Access to Medical Reports Act" will be followed. In any event a member of staff is always able to discuss their health situation with their department head or with the Finance Office.
27. In any case a member of staff with continual health problems or after a long absence should be seen by the Head of Department or Parish Priest to consider if there are important issues which need to be considered such as stress. They are invited to discuss the matter with the Financial Secretary.
28. In the case of pregnancy, maternity, paternity, adoption, emergencies involving dependants and for parents there are various rights which apply to members of staff including for leave, special pay, time off work etc. There are also other rights to statutory time off work. Further details are available from government employment advice sources on the internet and from the advice line referred to earlier. Where possible an employee is asked to give as much notice as possible to the department head of taking any of the entitlements referred to above in order to assist with planning.
29. Holidays and time in lieu may be taken at times approved in advance by the department head. In accordance with overriding legislation every member of staff is entitled to a minimum of four weeks holiday (pro rata for part time staff) and a further 1.6 weeks per annum for public holidays. The holiday year runs from 1st January to 31st December. Where a member of staff joins or leaves during the holiday year their entitlement to paid holiday will be pro rata to the period of the holiday year in which they work. Where, on leaving part of the way through the holiday year, more holiday has been taken than entitled then an adjustment will be made to an employee's final pay to compensate.
30. The amount of holiday (if any) in addition to the statutory minimum is as advised to a member of staff on joining. It will include the normal public holidays unless a different arrangement has been advised in a particular case.

Salaries, Wages and Benefits.

31. Pay will be reviewed at least annually, although no commitment is made to an increase on review. The pay review must not be discriminatory in intent or in practice. The employer may take into account any relevant information in the review, including particularly staff appraisals.
32. Any pay due will be paid at a rate at least that of the National Minimum Wage. This may mean an additional review when a new rate of National Minimum Wage comes into effect. This is normally on the 1st October in each year. Where part of the remuneration is provided in kind such as board and accommodation its value may be included only up to the specified limit. Advice of that limit, where it might apply, should be sought of the Finance Office or from government employment advice sources on the internet. (In practice, since the Diocese has a policy of paying the Living Wage, this will be the higher amount).
33. The employer has a designated a stakeholder scheme to which any member of staff may contribute. Details are available from the Finance Office.
34. It is the policy of the employer not to give loans for employees or benefits in kind generally.
35. No member of staff or their families may benefit inappropriately for example by placing hidden contracts with them. If a contract is proposed with a family member then the full details must be made clear to the Board of Directors/ Building and Sites Committee via the Finance Office including particularly details of any comparative quotes. It is accepted that, on occasion, a person connected with the Diocese or with a parish will want to do work on a favourable basis for the church. These will be monitored on an individual basis by the Finance Office.
36. Work done other than on this basis, or bribery, or similar will be dealt with as an act of gross misconduct entitling the employer to dismiss.

Termination of Employment

37. The Diocese will normally give a written reference on request. However a reference has to be given honestly. A reference which is critical of a person must not be given and any request to provide a reference in such circumstances must be refused. If in doubt do not give a reference without legal advice. The reason is this. If a new job is offered to a former employee and then turned down because of a reference given, in certain circumstances the employer could be liable for damages to the former employee. **In all cases a reference should always finish with the following disclaimer: “In accordance with our normal practice this reference is given in confidence and without accepting any legal liability.”** However, repeating what has been stated earlier, if in doubt do not give a reference.
38. It is the employer’s policy to avoid redundancy arising where possible by forward planning. However circumstances can arise, for example, through technological change, leading to a need for a redundancy. The employer will handle redundancies fairly and sympathetically and to avoid hardship as far as possible. In the event of a redundancy arising the employer will examine all matters which may lawfully be taken into account

in making its selection. It is not committed to any method that has been used in the past nor to any particular method.

DIOCESE OF NOTTINGHAM



Nottingham Roman Catholic Diocesan Trustees Registered Charity Number 1134449
 Willson House, Derby Road, Nottingham NG1 5AW
 Tel: 0115 953 9800 Fax: 0115 953 9805

(Please return this to the address advised which will not necessarily be the one above).

CONFIDENTIAL APPLICATION FOR EMPLOYMENT FOR

1. APPLICATION FOR				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Full-time <input type="checkbox"/></td> <td style="padding: 2px;">Part-time <input type="checkbox"/></td> <td style="padding: 2px;">Home work <input type="checkbox"/></td> </tr> </table>		Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Home work <input type="checkbox"/>
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Home work <input type="checkbox"/>		
Available	(give date)			
Have you done this kind of work before? Yes <input type="checkbox"/> No				
Salary expectation	£ p.a.			
2. PERSONAL DETAILS				
Name				
Address				
Telephone numbers				
Home	Work			
Mobile	Email			
3. EDUCATION				
Schools attended from age 11	Examinations (subjects/results)			
Further education and training	Examinations (subjects/results)			

4. EMPLOYMENT

Present/last employer

Address

Job Title

Commencing date

What were you required to do?

Reason for leaving

Finishing pay £ per week/month/year.

May we approach them for a reference at this application stage Yes No

Next most recent employer

Address

What were you required to do?

Reason for leaving

From To

Next most recent employer

Address

What were you required to do?

Reason for leaving

From To

5. GENERAL

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) (Give details) Yes No

Membership of professional organisation(s)

If offered this position will you continue to work in any other capacity
(Give details) Yes No

6. WORK PERMITS

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? Yes No

If you are successful in your application would you require a work permit to work in the UK? Yes No

7. HEALTH

Please describe any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job

8. INTERESTS/HOBBIES

(include details of offices held)

9. REFEREES (other than employment)

Please advise how they know you and if there is any reason why a reference may not be taken up at this application stage.

10. OTHER RELEVANT INFORMATION

Is there anything else which might affect our decision to offer you employment?

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature

Date

STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

From: **Nottingham RC Diocesan Trustees**, Willson House, 25 Derby Road,
Nottingham NG1 5AW (the Employer)

To:
Name:

Address:
.....
.....
.....

(the Employee)

This statement gives details of your employment with the above named Employer required under s1 Employment Rights Act 1996. The Employer may make reasonable changes with 1 month’s notice which will be deemed to be accepted unless a written objection is received before the end of that notice period.

1. Continuous Service

Your employment with this Employer began on (Your continuous employment if different, taking into account any relevant service or with a previous employer, began on).

2. Job Title

Your job title is You may be required to undertake other duties on request. Unless prevented by ill health or accident, you are required to devote the whole of your working time, attention and abilities to the work of the Employer. You must not without the Employer’s written consent undertake any employment or engagement which might reasonably interfere with the performance of your duties or conflict with the interests of the Employer.

3. Job Location

Your job is based at
You may/may not be required to work at different locations in the Diocese or outside it. Unless prevented by ill health or accident, you are required to devote all hours of work to and to promote the interests of the Employer.

4. Pay

Your rate of pay will be £..... per hour/annum. You will be paid monthly in arrears by direct transfer to your bank or building society account. If you leave part of the way through a month you will be paid pro rata for the relevant part of it. Any error in pay must be reported to the Employer immediately for correction.

5. Hours

Your normal working hours are as follows:

Monday:..... Tuesday: Wednesday:

Thursday: Friday: Saturday:

Additional hours may be arranged by agreement.

6. Holidays

Your holiday entitlement is 4 / weeks per annum. In addition, you are entitled to 1.6 weeks for public holidays.

The holiday is to be taken at times which are agreed by the Employer. The Employer may require you to take some of your holiday entitlement over Christmas and Easter. The holiday year runs from 1st January to 31st December. On joining or leaving part of the way through the holiday year, the holiday entitlement will be pro rata to the period of the holiday year worked.

Holiday entitlement will not be carried over to the following year. Subject to the above if, on termination of your employment, you have taken more holiday than you have accrued, the Employer will deduct the amount of excess holiday pay which you have been paid from any payments due to you. Conversely, any accrued but untaken holiday entitlement will be paid.

If you are dismissed for gross misconduct, or leave without giving due notice, you will lose your entitlement to any accrued holiday pay except for the statutory minimum holiday entitlement.

7. Sickness Absence

There is no entitlement to pay in the case of absence through sickness or injury except Statutory Sick Pay. The Statutory Sick Pay qualifying days are those on which you would normally work. Any additional payments which are made during periods of sickness absence are ex gratia.

You must telephone the Employer as soon as possible and in any case before 10.00am if you are unable to attend work through sickness or injury. Certificates are required advising the reason for and covering the period of absence. For a period of absence of up to and including 7 days a self certificate and for a longer period a doctor's certificate is required. Pay will be withheld unless the required certificates are provided.

You agree to consent to a medical examination (at the Employer's expense) by a doctor nominated by the Employer should the Employer so require.

In the event that you are incapable of performing your duties by reason of injuries sustained wholly or partially as a result of action or negligence, nuisance or breach of any statutory duty on the part of any third party, all payments made to you by way of remuneration shall, to the extent that compensation is recoverable from that third party, constitute a loan to you (notwithstanding that as an interim measure tax has been deducted from payment as if they were emoluments of employment) and shall be repaid when and to the extent that you recover compensation for loss of earnings from that third party by action or otherwise.

8. Pensions

The Employer operates a contributory pension scheme for which the member’s contribution is 5% (or such other percentage as is advised in writing by the member to the Employer and agreed by it) of the gross salary payable to the Employee by deduction from the Employee’s salary each month. The Employer’s contribution is of the same amount as the Employee’s up to a maximum of 5% of salary and is paid annually in arrears.

The employment is not contracted out of the State Pension Scheme.

If compulsory enrolment in a pension scheme is required for the Employee the member’s contribution shall not be less than 3.5% from the relevant date to comply with that compulsory enrolment requirement.

9. Notice

The minimum notice periods are based on continuous service as follows:

<u>Period of continuous service</u>	<u>Notice required</u>
Less than 1 month	No notice required
At least 1 month, but less than 2 years	1 week
2 years or more	1 week per year of continuous service, subject to the maximum notice periods set out below.

If notice is given by the Employer, the maximum number of weeks’ notice which must be given to terminate the Employee’s employment is 12 weeks, once the Employee has been employed for 12 years or more.

If notice is given by the Employee, the maximum number of weeks’ notice which must be given to terminate the Employee’s employment is 4 weeks, once the Employee has been employed for 4 years or more.

No notice is required to terminate your employment on the grounds of gross misconduct.

10. Temporary Contract

This is not a temporary contract unless the finishing date is stated. Finishing date:

11. Confidential Information

Due to the nature of your employment, you may become aware of confidential and/or sensitive information. You must not use or disclose to any person either during, or at any time after your employment with the Employer has ended, confidential information about the affairs of the Employer, or about any other confidential matters which may come to your knowledge during the course of your employment.

12. Disciplinary and Grievance Procedures

Your attention is drawn to the disciplinary and grievance procedures applicable to your employment, copies of which are available on the Diocesan website. These procedures do not form part of your contract of employment.

13. Sensitive data

You agree that the Employer may hold sensitive data about you in relation to any “Occupational Requirement” for you to be Catholic, for records of Disclosure and Barring Service and Criminal Records Bureau checks and for records of similar checks, where required by your employment. You also agree that the Employer may also hold sensitive data about you received in connection with your employment.

14. Probationary period

Your employment is subject to successful completion of a probationary period of 6 months. During your probationary period your performance and suitability for continued employment will be monitored.

15. Deductions from wages

The Employer shall deduct from your wages or other payments due to you any money which you may owe the Employer at any time.

16. Entitlement to work in the United Kingdom

You agree to provide evidence of your entitlement to work in the United Kingdom.

I acknowledge that I have received a copy of my Statement of Terms as required by law and confirm my agreement that this constitutes my contract of employment.

Signed by the Employee on receipt:

Date:

Signed on behalf of the Employer.....

DIOCESE OF NOTTINGHAM Registered Charity Number 1134449

Willson House, Derby Road, Nottingham NG1 5AW

Telephone: 0115 953 9800 Facsimile: 0115 953 9805

NEW EMPLOYEE DETAILS

Payroll number:

FULL Name (not just initials) and Title.	
Address	
Telephone Number - Residential/Mobile	
Email address	
For emergencies – next of kin and telephone (advise relationship)	
Job title	
Bank name	Bank sort code
Bank account name	Bank account number
Date of birth	
P45 herewith	Yes / No
No P45 - National insurance number	
No P45 - This is my first job since the start of the tax year.	Yes / No
No P45 – I have had another job since the start of the tax year but this is now my only job.	Yes / No
No P45 – I currently have another job or pension.	Yes / No
No P45 - I make “student loan” repayments through payroll.	Yes / No

Signed by Employee:

Date:

PARISH / CURIA DEPARTMENT TO COMPLETE.

Job offered on	Starting date
2 references received	Yes/No
Pay (monthly):	Hours of work (default is 37 ½ hours per week)
Parish/ Department	
Contract of Employment	Yes / No
Document confirming right to work in UK rec'd (Usually copy of personal details passport page).	Yes / No
Has Autoenrolment letter been issued?	Yes / No
If no P45 is “No P45” section above completed?	Yes / No

Approved by:

Date:

Nottingham Roman Catholic Diocesan Trustees

Edward S. Poyser, Financial Secretary

Willson House

25 Derby Road

NOTTINGHAM NG1 5AW

Phone 0115 953 9800 Fax 0115 953 9805

financial.secretary@nrcdt.org.uk

Company number 7151646 Charity number 1134449

Date

Dear New Member of Staff

To help people save more for their retirement, the government requires employers to enrol their new members of staff into a workplace pension scheme.

- earn over £10,000 a year
- are aged 22 or over; and
- are under State Pension age.

Why is this happening?

The government's aim is to get more people to have another income, on top of the State Pension, when they come to retire. Employers are enrolling their workers automatically into a scheme to make it easier for people to start saving.

How it will affect you

The 'deferral date' is two calendar months from the 1st of the next month after the one in which you join. So, for example, if you join during the month of January in any year, the 'deferral date' will be 1st April in that year.

If you are NOT already in our workplace pension scheme, what happens depends on how old you are and how much you are earning on the deferral date.

If, on that date, you are aged 22 or over, under State Pension age, work or usually work in the UK, and earn more than £10,000 a year (£833 a month):

We will enrol you into our pension scheme with effect from the deferral date. You don't have to do anything – it will happen automatically.

- You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire.
- The Diocese/Parish and you will pay into it every month;
- The government will also contribute through tax relief;

- Your pension belongs to you, even if you leave us in the future;
- You have the right to join the scheme before the above date if you want to.

If on that date you are aged under 22 years, or over State Pension age (but under 75), or earn more than £5,824 per year but not more than £10,000 a year (£787 a month) we will not be automatically enrolling you into the pension scheme. This is because you do not meet the criteria set by the government (see first paragraph of this letter). However, you have the right to join if you want to. Both you and the Diocese/Parish would pay into it.

If on that date you are under 75 and earn £5,824 or less a year we will not be automatically enrolling you into our workplace pension scheme. This is because you do not meet the criteria set by the government (see first paragraph of this letter). However, if you ask us to do so, we will enrol you into a pension scheme. We may contribute to this pension.

What to do if you want to join a pension scheme now

If you want to join the pension scheme now, contact the Financial Secretary in writing by sending a letter, which has to be signed by you. If sending it electronically, it has to contain the phrase “I confirm I personally submitted this notice to join a workplace pension scheme”.

Where to go for further information

You may have questions about workplace pensions and saving for your retirement. More information on pensions and saving for later life can be found on: <https://www.gov.uk/workplace-pensions>.

Yours sincerely,

Edward S. Poyser

Edward S. Poyser
Financial Secretary

For those who meet the criteria listed on page 1:

Explanation as to why you can join the workplace pension scheme before the ‘deferral date’ if you want.

We have, as allowed by law, postponed the automatic enrolment of our workers into our pension scheme until the ‘deferral date’. This is within three months after the date we were first required by law to carry out automatic enrolment. During this period, you have the right to join the workplace pension scheme if you want. If you want to do this, follow the instructions in the “What to do if you want to join a pension scheme now” section of the letter above:

The next page contains some additional information for you if you will NOT be automatically enrolled due to age or earnings.

Q: I am younger than 22: if I don't join the pension scheme now, what happens when I reach 22?

A: If you are earning more than the minimum (currently £10,000 a year, £833 a month) when you reach 22, you will be automatically enrolled into our workplace pension scheme. We will write to you again, nearer to your 22nd birthday, to give you all the information you need.

You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. The Diocese/Parish and you will pay into it every month.

Q: I don't earn more than £10,000 a year (£833 a month), if I earn more in the future, what will happen?

A: If you earn more than the minimum (currently £833 a month), you will be automatically enrolled into our workplace pension scheme, so long as you are aged 22 or over, are under State Pension age, and work or usually work in the UK.

If this happens, we will write to you again to give you all the information you need. You can opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. The Diocese/Parish and you will pay into it every month.

The money in your pension will belong to you, even if you leave us in the future. If you are aged under 22 or over State Pension age when you earn more than £833 a month then you will not be automatically enrolled, but you will have the right to join our workplace pension scheme if you want.

Q: I don't earn more than £10,000 a year (£833 a month), if I earn more in the future, what will happen?

A: If you start to earn more than £485.33 a month but not more than £833 a month, you will not be automatically enrolled but you will have the right to join our workplace pension scheme if you want.

The Diocese/Parish and you will pay into it every month.

The money in your pension will belong to you, even if you leave us in the future.

Further information

If you have any questions please contact the Financial Secretary.

STANDARD JOB DESCRIPTION FOR PARISH ASSISTANT.

Job Title: 'Parish Assistant'

The Parish Assistant will have to answer all letters and deal with administrative enquiries. Confidentiality is essential. An open and non-judgemental attitude with a friendly manner will be expected at all times. A certain amount of flexibility and patience will also be expected, necessitated by the unpredictability of parish life.

You will be expected to:

- Administer the Mass Intention book
- Keep an accurate record of the priest's pastoral mileage
- Keep records of all maintenance contracts
- Filling in the various church registers/writing and sending various church documentation
- Experience of accounts and banking
- Prepare cheques for signature
- Record and distribute payment of wages (if necessary) to other staff members
- Keep records of petty cash transactions
- Ensure that all Standing Orders and Direct Debits are up to date
- Type up minutes of parish meetings as required and circulate
- Prepare occasional service booklets
- Liaise with Parish Centre staff
- Liaise with Parish Centre users – enquiries/bookings/receipts
- Order church requisites (candles, altar breads, altar wine, etc)
- Answering the telephone in the absence of the Priest
- Filing and photocopying
- Anything else reasonably requested by the Parish Priest

You will be required to:

- Have good I.T. skills, including word processing (facility with databases and spread sheets could be helpful), occasional mail shots, familiarity with the Internet and the capability to send and receive emails will also be necessary
- Work with various groups and commissions within the parish, deanery and at diocesan level
- Work on your own initiative
- Be welcoming to all visitors to the priest's house
- You must have a professional manner at all times

STANDARD JOB DESCRIPTION FOR PARISH CLEANER.

Job Title: “Parish Cleaner”

The Parish Cleaner is responsible for maintaining the Parish buildings in a clean, tidy and safe condition.

You will be expected to:

- To undertake the cleaning and dusting of the Parish Centre.
- To polish all furniture
- To empty all waste bins and leave for collection by refuse disposal.
- To clean and deodorise thoroughly all toilets and toilet accessories and ensure toilet supplies are adequate and replaced when necessary by alerting line manager or relevant volunteer when stock needs to be re-ordered.
- To vacuum clean all carpeted areas and empty and replace hoover bags as required
- To mop and clean non-carpeted floor surfaces
- To clean doors, door frames and skirting boards and remove fingerprints from glass doors and windows
- To clean periodically window blinds
- To clean and keep tidy all rooms within the building (eg.meeting rooms, reception areas)
- To de-frost periodically and thoroughly clean fridges,
- To clean periodically cookers and wash kitchen bins.
- To clean and keep tidy the kitchen area, cupboards and kitchen equipment.
- To collect and wash up crockery and cutlery after meetings or other similar official gatherings
- To ensure the highest level of cleanliness is maintained
- To advise line manager of any health and safety issues including any hazards / obstructions in corridors.
- To ensure appropriate cleaning materials and equipment are used in accordance with COSHH and manual handling regulations.
- To follow any prescribed safety precautions including safe, secure storage, in connection with cleaning materials and equipment.
- To undertake stock control of cleaning materials and to alert line manager when stock needs to be re-ordered.
- To notify line manager of defective or worn cleaning equipment.
- To advise line manager of any observations in respect of minor maintenance of the premises.
- To check the operation of the fire alarms.
- To operate the Parish Centre security systems (may include opening and locking up) as required.
- To undertake any other reasonable duties.

The above list of duties is neither prescriptive nor exhaustive but gives an outline of the duties that would typically be carried out by the job holder - specific detail and frequency of tasks to be discussed and/or agreed with Line Manager. All work to be undertaken within Health & Safety guidelines

You will be required to have:

- Previous cleaning experience in a similar setting.
- Must be able to work with minimum supervision under own initiative.
- Ability to lift and carry cleaning equipment.

Have knowledge and understanding of health and safety regulations, COSHH and manual handling regulations and how they affect the work environment.

Ability to identify potential or actual health and safety hazards

Good interpersonal skills appropriate to contact with volunteers and visitors to the Parish Centre.

Under the list of duties you may wish to add the following should caretaking also be being considered:

To keep adjacent grounds tidy and weed free.

To carry out minor repairs

To open up the buildings for groups.

To report acts of vandalism.

To arrange hall hirings.

To arrange for furniture to be moved (with due regard to Health and Safety).

To replace lamps and domestic fuses

To clean and clear drains and gullies.

To inspect condition

To clean leaves, snow, ice, moss and detritus and treat surfaces eg with salt as appropriate.