Organisation logo here

**Employment agreement**

**Staff Name**

Date COntract Starts

Your Organisation name

Your organization address

**Agreement between (your organisation) and (Staff Name)**

**1. Starting work**

You began working for us on (date post started).

**2. Job Title**

You are employed as (job title).

**3. Job Description**

**(add details of JD below)**

**4. Pay**

Your rate of pay is () per annum pro rata for (number of hours) hours per week. This is linked to the National Joint Council for Local Government Services (spinal point here eg SCP22).

You will be paid monthly in arrears, directly into your bank account.

Overtime will not be paid unless by prior agreement with the Board of Directors.

**5. Travel and Subsistence**

The employer will reimburse Employees for all such charges and expenses necessary for the satisfactory fulfilment of their job.

The Board of Directors will determine travel and subsistence rates.

Travel expenses will be paid for journeys to and from the employee’s home office base. On occasions when an employee's temporary

office base is nearer to a work activity, and to go to the employee’s home office base first would incur more mileage, travel expenses will be claimed from the temporary office base.

Travel and subsistence will be paid in line with (name of your organisation)’s Staff Expenses Policy.

Travel costs can only be claimed for journeys undertaken

whilst on agreed (name of your organisation) business.

**6. Hours of work**

Your usual hours of work are (number of hours) hours per week and usually take place between (add days employee will work during the week), with a half hour lunch break per day, although we have agreed between us that these hours can be worked flexibly when needed.

**7. Probationary period**

6 months.

**8. Holidays**

You can take 25 days paid holiday a year.

Your holiday year begins on 1st April.

Employees joining after the start of the leave year shall have their holiday allowance reduced pro rata. Leave shall be taken by arrangement with your line manager. No leave to be taken during the month prior to the National Conference unless of an urgent nature and subject to approval

from your line manager.

You will also be paid for bank holidays. If you are part time, you will get pro rata pay for bank holidays.

Bank Holidays and Public Holidays will be as follows:

New Year's Day, Good Friday, Easter Monday, Easter Tuesday,

May Day, Spring Bank Holiday, Tuesday following, Late Summer

Bank Holiday, Tuesday following, Christmas Day, Boxing Day, 27th December.

**9. Flexible Working**

(name of your organisation) operates a Flexible Working policy. Contract terms around Flexible Working are set out in (name of your organisation)’s Flexible Working Policy.

**10. Sickness absence**

Sick Pay: During absence owing to illness or injury, sick pay will be paid as follows:

During the first 4 months of service, 1 month full pay less SSP.

From 4 months to 12 months’ service, 1-month full pay and 1-month half pay less SSP. After the first year of service, 3 months’ full pay and 3 months’ half pay less SSP. If a Member of staff has had 6 months’ sick pay, whether full or half pay, in a period of 4 years, their entitlement will be subject to review by the organisation.

The employer is subject to the provision of the Social Security and Housing Benefit Act 1982, and is responsible for paying Statutory Sick Pay (SSP) to employees for up to 28 weeks of sickness absence in a tax year.

Notification:  It is important to note that employees are required to

notify their line manager of sickness absence by phone and by 10am

on the morning of absence.

Certification:  For periods of absence due to illness between 4 and 7 days, employees will be required to sign a self-certification as evidence of incapacity for work.  For periods of absence after the first 7 days of illness, a doctor’s fit note will be required and should be sent to your line manager.  An employee may be required to attend a medical examination arranged for by the employer at the employer’s expense.

Absence due to illness during holiday time off: If an employee is taken ill during holiday time off, he or she should inform their line manager as soon as possible, preferably before 10.00am, on the first day of sick leave.  The same rules apply as though employees were at work.  Sick leave during holiday time off will not be recorded as holiday time.

More information can be found in the Staff Sickness Policy and Procedures.

**11. Absence from work**

If for any reason you cannot work on an agreed contracted day, you must let us know. You must speak to your line manager by 10am, or to the National Director if your Line Manager is not available.

**12. Pension Scheme**

(name of your organisation)offers an Employer’s contribution pension scheme, which is administered internally. The pension scheme we use is NEST. As of the 1st April 2019, employees will have to make a 2% contribution to their pension. The Business and Finance Manager can provide you with more details about this.

**13. Ending the employment**

Up to one month you must give us one week's notice if you want to leave. After one month you must give (name of your organisation) a month’s notice if you want to leave.

After one month we will give you one extra week's notice for the first two years in your job. After that you will get an extra week for each year up to a maximum of 12 weeks after 12 years.

**14. Disciplinary Rules**

(name of your organisation)operates a fair disciplinary policy. We will provide support to employees to improve upon unsatisfactory performance or unacceptable behaviour. (name of your organisation)’s disciplinary procedures are set out in the Disciplinary Policy,which is intended to provide support to employees to improve upon unsatisfactory performance, or to cease with unacceptable behaviour. (name of your organisation)’s disciplinary procedures are set out in the Disciplinary Policy (for Staff).

**15. Grievance procedure**

(name of your organisation)has a Grievance policy which enables

employees to sort out problems fairly.

(name of your organisation)’s Grievance procedures are set out in the

Grievance Policy (for Staff).

**16. Equal Opportunities Policy**

(name of your organisation)’s position around Equal Opportunities is set out in the Equality and Diversity Policy. All new employees must read the Equality and Diversity Policy. Any questions can be directed to your Line Manager.

**17. Additional Information**

## SUPERVISION

All members of staff are required to attend regular supervisions to ensure that (name of your organisation) are able to fulfil their employment duties and ensure that the staff are supported with their development. It is the responsibility of the post holder to ensure compliance with this requirement.

Policy and procedures around supervision are set out in the Supervision Policy.

**HEALTH AND SAFETY REQUIREMENTS**

All employees of the (name of your organisation) have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to report any hazardous situations or defective equipment supplied by (name of your organisation) to the Business and Finance Manager.

Policy and procedures around Health and Safety are set out in the Health and Safety policy.

**FLEXIBILITY STATEMENT**

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

**STATEMENT OF CONDUCT**

Members of staff of (name of your organisation) are expected to behave in a dignified and professional manner at all times.

**CONFIDENTIALITY**

All employees of (name of your organisation) are required to maintain confidentiality of information. Policy and procedures around Data Protection are set out in (name of your organisation)’s Data Protection Policy.

As employees can be held personally liable as well as the organisation under GDPR law, the Data Protection Policy must be followed without exception.

**ADDITIONAL**

As the public face of (name of your organisation) the National Director will represent men and women with learning disabilities across Wales. Because of this, the National Director is a person who has experience of using learning disability services.

**18. I am signing to say I have received and agree this written statement of terms and conditions.**

**I have also read and accept the** policies and procedures which relate to my contract terms and conditions, and with (name of your organisation)’s work.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_